



SHRM CERTIFICATION

Adding Professional Development Credits (PDCs) to Your Individual Portal

Step 1: Login to your SHRM portal at:

<https://portal.shrm.org>

Step 2: From your SHRM Certification portal homepage, click “Add PDCs”

WELCOME - SHRM CERTIFICATION

Congratulations on choosing to pursue the SHRM-CP or SHRM-SCP!

YOUR PROFILE

[Name Change Request](#)
[Profile Update](#)

CERTIFICATION DETAILS

SHRM-CP Certification | Active
Current Cycle Start Date: 7/15/2015
Current Cycle End Date: 11/30/2018 12:00 AM
Certified Since: 7/15/2015

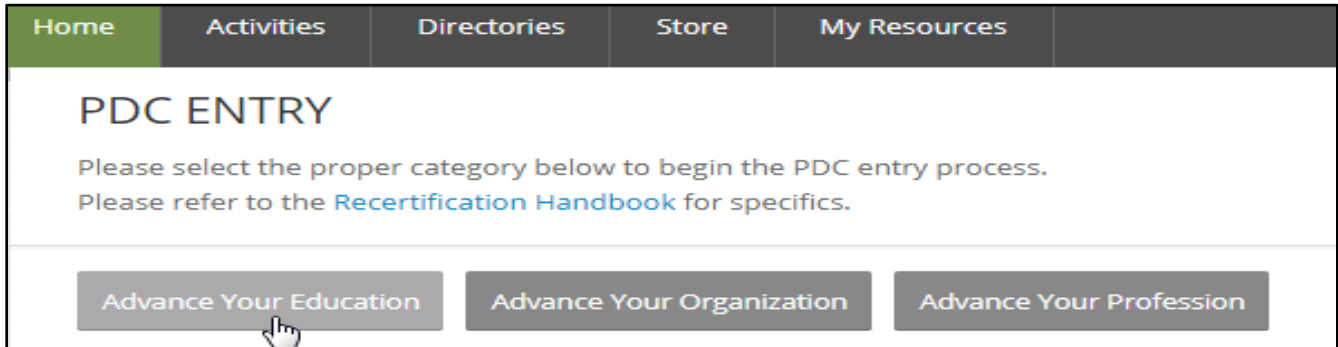
PDC Type	Maximum Allowed	PDCs Earned	Eligible PDCs Earned
Advance Your Education - Instructor Led	No Maximum	0.00	0.00
Advance Your Education - Self-Directed	30.00	0.00	0.00
Advance Your Organization	20.00	0.00	0.00
Advance Your Profession	30.00	0.00	0.00

0 of 60 PDCs

[Add PDCs](#) [View PDC History](#)



Step 3: Click the recertification category for which you would like to claim PDCs



Home Activities Directories Store My Resources

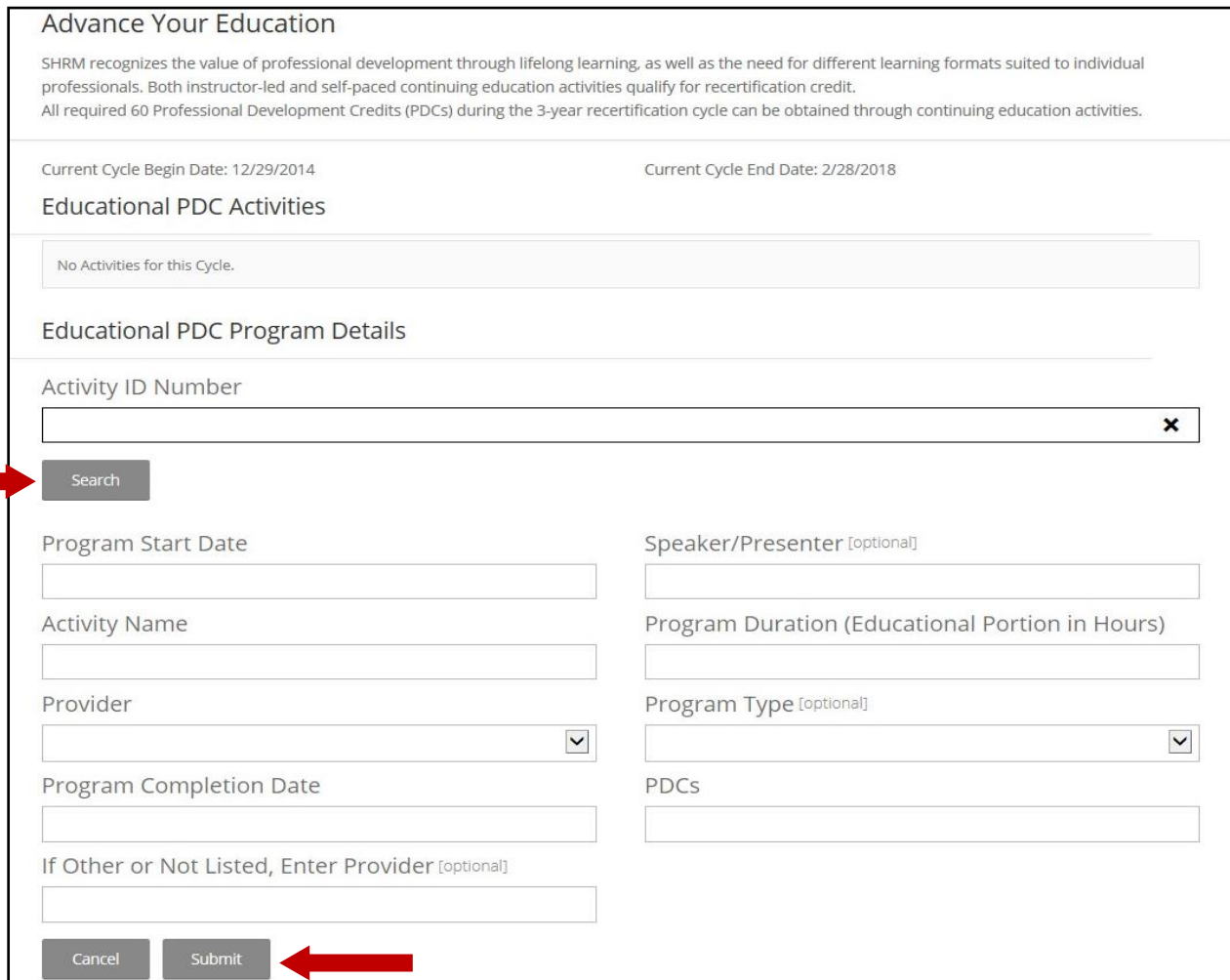
PDC ENTRY

Please select the proper category below to begin the PDC entry process.
Please refer to the [Recertification Handbook](#) for specifics.

Advance Your Education Advance Your Organization Advance Your Profession

Step 4: In this example, Advance Your Education is selected:

- If you have a SHRM Activity ID given to you by the SHRM Recertification Provider, then enter the Activity ID in the “Activity ID Number” field and click “Search.” After the activity information populates, review and click “Submit”
- If you do not have a SHRM Activity ID, leave the “Activity ID Number” field blank. Simply enter the correct activity information for all the other fields and click “Submit”



Advance Your Education

SHRM recognizes the value of professional development through lifelong learning, as well as the need for different learning formats suited to individual professionals. Both instructor-led and self-paced continuing education activities qualify for recertification credit. All required 60 Professional Development Credits (PDCs) during the 3-year recertification cycle can be obtained through continuing education activities.

Current Cycle Begin Date: 12/29/2014 Current Cycle End Date: 2/28/2018

Educational PDC Activities

No Activities for this Cycle.

Educational PDC Program Details

Activity ID Number

Program Start Date <input type="text"/>	Speaker/Presenter [optional] <input type="text"/>
Activity Name <input type="text"/>	Program Duration (Educational Portion in Hours) <input type="text"/>
Provider <input type="text"/>	Program Type [optional] <input type="text"/>
Program Completion Date <input type="text"/>	PDCs <input type="text"/>
If Other or Not Listed, Enter Provider [optional] <input type="text"/>	