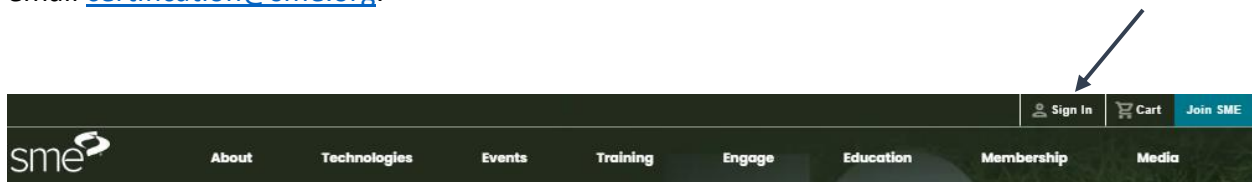# Adding Recertification Credits

To submit recertification activity for credit, log into your SME Customer Account at sme.org. Click **"Sign In"** in the upper right-hand corner of the webpage. If you need assistance, please email certification@sme.org.

Sign In

Please **Sign In** to continue or **Register** to create a new account.
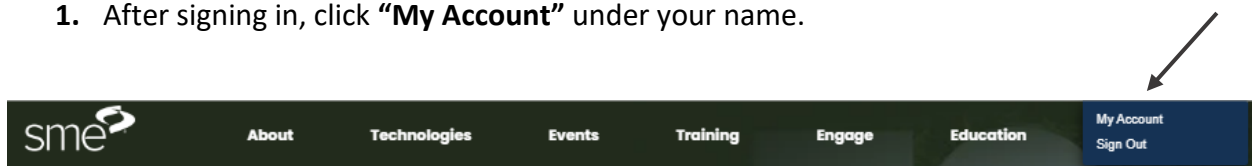
Username

Password

Sign in

Forgot my password
Forgot my username

Register for a new account

Proceed with the following steps:

1. After signing in, click **"My Account"** under your name.

2. After going to **"My Account"** you will see the following options on the left-hand side. Click **"My Transcripts"**

Profile
   My Account
   Name & Profile
   Addresses
   Contact Information
   Username / Password
   Education
   SME Connect

Membership & Participation
   Membership Details
   Committees

Dashboard
   Member Unit Roster

Certification
   My Certifications
   My Transcripts
   My Exam Scores
   My Portfolio Submissions

Purchases
   Digital Content Access
   Purchase History
   Pay Open Orders
   Donation History
   Manage Credit Cards

3. Click **"Add Transcript"**

My Account > Transcripts

Transcripts

Date Range: [   ] 📅 to [   ] 📅

Credit Type: [Select ▾]

[Search] [Clear]

Add Transcript

4. After clicking **"Add Transcript",** enter the details of your recertification activity. Hit **Tab** as you enter information into each required field. Click **"Save"** after each entry. You may want to refer to the Body of Knowledge and the Recertification Requirements for your certification. For additional information, please visit https://www.sme.org/training/technical-certification/.

My Account > Transcripts

Transcripts

Transcript

* *Required*

* Program Title:	Fundamentals of Manufacturing, Third Edition
* Activity Type:	Read a Book ▼
* Credit Type:	Engineer ▼
* Credit Date:	9/13/2021
# of Credits:	4.0

Body of
Knowledge:

- ☑ Automated Systems and Control
- ☑ Business Acumen
- ☐ Continuous Improvement
- ☑ Design and Development
- ☐ Digital Enterprise
- ☑ Manufacturing Foundations
- ☑ Manufacturing Process Application
- ☐ Quality

Upload Documentation

* ☑ I affirm that the credits I am submitting are reported as true and accurate.

Save **Cancel**

5. To view credits, you entered during a specific timeframe, go to **"My Transcripts",** enter the **"Date Range"** Select the **"Credit Type"** (the credits type is the certification for which you submitted credits, i.e.., Technologist or Engineer), then Click **"Search"** and credits that you entered during that specific timeframe will appear.

My Account > Transcripts

Transcripts

Date Range: 4/4/2019 to 11/7/2021

Credit Type: Engineer

Search   Clear

Add Transcript

Total Credits: 60.00   *Transcripts sorted by credit date*

College Course   ⌄

Credit Date: 1/13/2021
Activity Type: College Course (Undergraduate) BOK related
Credit Type: **Engineer**
# of Credits: **15.00**
Documentation: