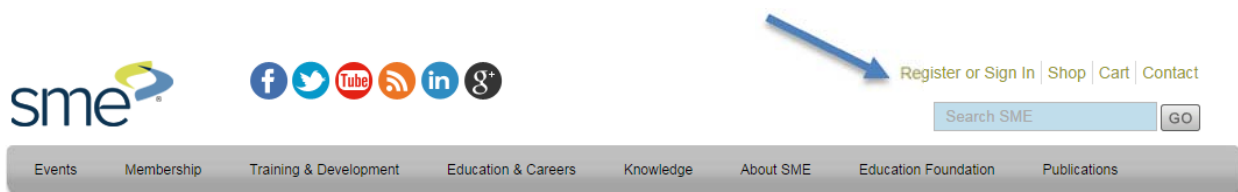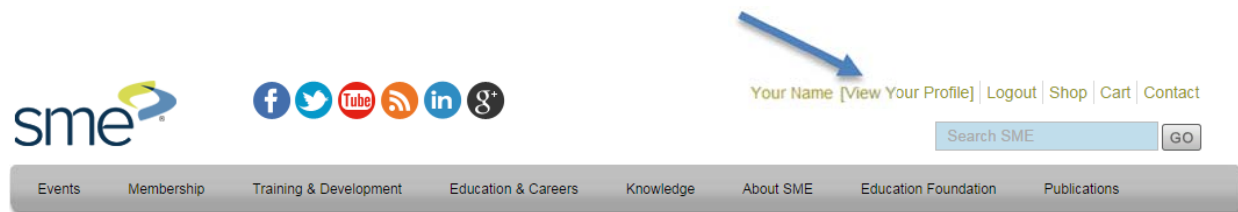# Adding Recertification Credits

To submit recertification activity for credit, **log into your SME Customer Account** at sme.org and click "Register or Sign In" in the upper right hand corner of the Webpage. If you need assistance, call SME Customer Care at 800.733.4763 or 313.425.3000.
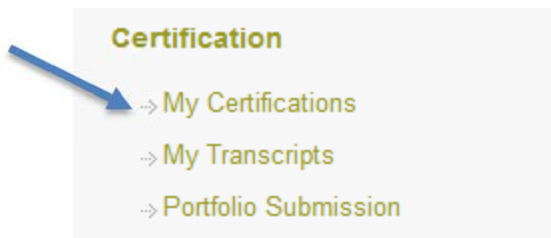

Proceed with the following steps:

1. After signing in, click **View Your Profile** (located in the upper right hand corner of the Webpage).

2. Under **My Account,** click **My Certifications** under the Certification header (located in the left toolbar near the bottom of the Webpage).

3. Click **Add New Transcript** under SME My Transcripts

SME MyTranscripts

Date Range: From: [M/d/yyyy] 📅   To: [M/d/yyyy] 📅

Credit Type: [Select ▼] [Search] Clear

Printable View

[Add New Transcript]

4. From here, **enter the details of your recertification activity**. You may want to refer to the Body of Knowledge and the Recertification Requirements for your certification. Visit sme.org/recertification for additional information.

Add New Transcript ⊗

* *Required*

* Program Title: [Read a Mfg. Processes Book]

* # of Credits: [4.00]

* Activity Type: [Read book related to BOK ▼]

* Effective Credits: 4.00

* Credit Type: [Engineer ▼]

* Credit Date: [9/29/2014] 📅

* Body of Knowledge:
> Automated Systems and Control
> Mathematics,Applied and Engineering Sciences
> Manufacturing Management
> **Manufacturing Process Applications and Operation**
> Personal Effectiveness
> Production System and Equipment Design/Development
> Quality and Continuous Improvement

Upload Documentation: [Choose File]

Comments: [Enter book title and author here.]

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

[Save] [Cancel]

5. To view the credits you entered during a specific timeframe, under SME MyTranscripts, **enter the** D**ate Range, select the Credit Type** (the credit type is the certification for which you submitted credits, i.e., Technologist or Engineer), then **click Search**. This will provide you with your total credits for the date range and credit type you submitted.

SME MyTranscripts

Date Range: From: 9/1/2014   To: 9/18/2014

Credit Type: Engineer ▾   Search   Clear

Printable View

Add New Transcript

Credit Date ▾	Program Title	Activity Type	Credit Type	CECredits
9/9/2014	Read a Manufacturing Engineering book	Read book related to BOK	Engineer	4.00
9/5/2014	Engineering College Course	Completeing a college-based BOK related course	Engineer	45.00

Total Credits: 49.00

6. Repeat steps three and four to add additional recertification activity.

If you have any questions please email certification@sme.org or call SME Customer Care at 800.733.4763 or 313.425.3000.