If you participate or attend a learning event and are not given an HRCI or SHRM CP Activity ID you can self-report it for credit. Here are the instructions for both.

HOW TO SELF-REPORT ACTIVITIES TO HRCI

You can self-report a learning session to HRCI and claim credit towards your certification without an Activity ID Number.
Here are the instructions to do so:

- Select not a pre-approved activity and choose **Continuing Education (Instructor-Led)**
- Enter **Activity name** (title of event)
- For **Activity type,** select (Workshop, Seminar …etc.
- Enter **Start and End date**
- Under **Description of Program,** enter what you learned from the event.
- For **Host Organization** enter organization name
- For **Specified Credit Hours** - select "Business or HR or Global, or California" and enter number of credit hours. (Please inform the attendees what credits type they should enter for your event).
- Hit **Submit!**

*The educational activities will be reviewed when the attendee applies for recertification. Please contact HRCI by email (info@hrci.org) or by phone (1-866-898-4724) with questions. Or visit them online at www.hrci.org.

HOW TO SELF-REPORT ACTIVITIES TO SHRM

ENTERING YOUR PROFESSIONAL DEVELOPMENT CREDITS

STEP 1
Keep track of your professional development activities.

STEP 2
Log on to portal.shrm.org and enter your SHRM login e-mail address and password.

Certification Portal »

STEP 3

Click on "Add PDCs" and then choose the related PDC category:

- **Advance Your Education**
- **Advance Your Organization**
- **Advance Your Profession**

STEP 4

In the **Advance Your Education** category, input the **Activity ID Number** field (if one is provided), click "Search," and view the populated activity details. Confirm that this information is correct. Click "Submit" to save the PDCs in your Portal.

If an Activity ID was not provided, or for PDCs that fall under the **Advance Your Organization** or **Advance Your Profession** categories, manually input the information requested.

STEP 5

After you've earned all 60 PDCs and are ready to submit your application, click on "Apply for Recertification" link. This link will be visible one year into your recertification period.

When entering PDCs, ensure that the activities you enter occurred between the beginning and end dates of your three-year recertification period. You must wait until the activity end date to record any activity