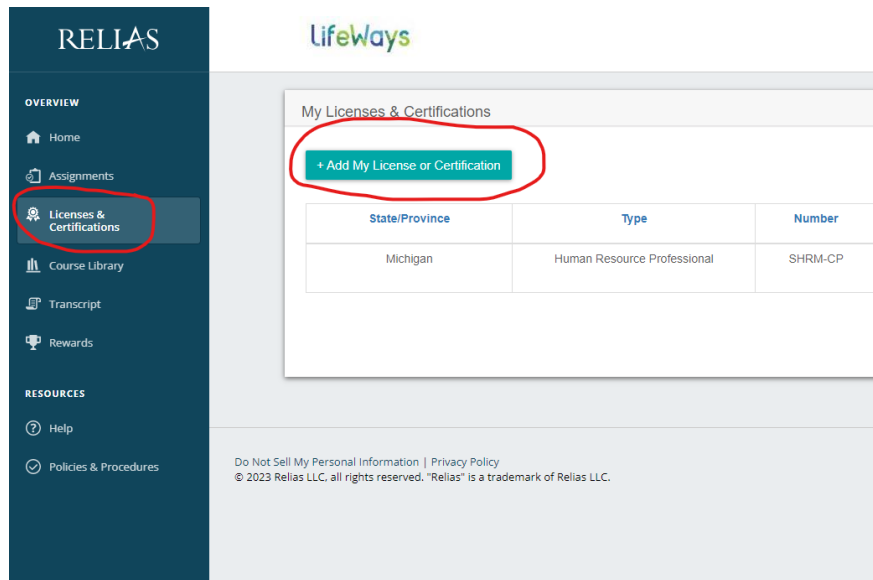
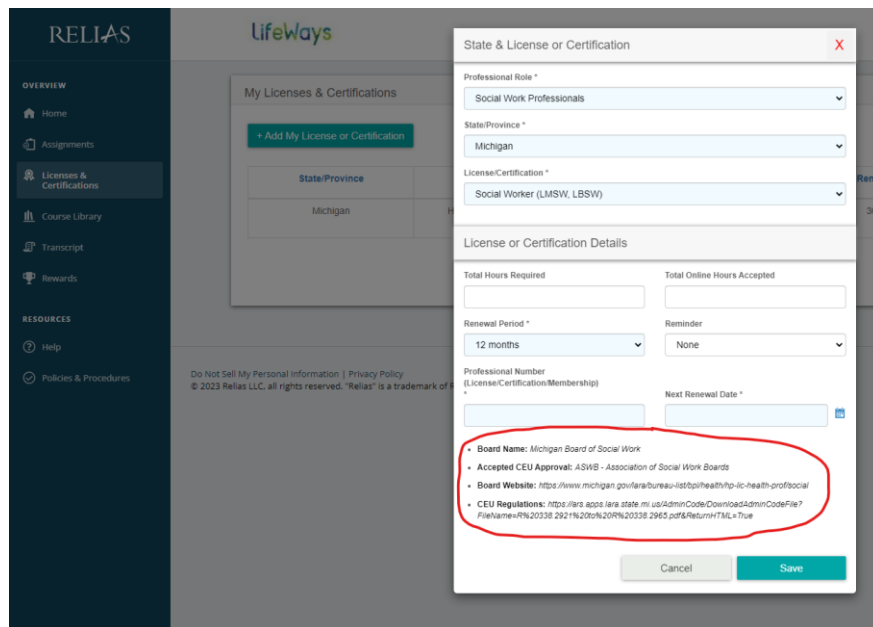


## How to Enter a License/Certification into Relias:

- 1) Log in to your Relias Account
- 2) Select the "Licenses & Certifications" tab located below the left overview menu
- 3) Select "+Add My License or Certification"



- 4) Under "State & License or Certification" fill out the "Professional Role", "State/Province", and "License/Certification" fields. (Once information is entered, Relias will then display the corresponding licensing board name and other CEU resources at the bottom of this screen.)

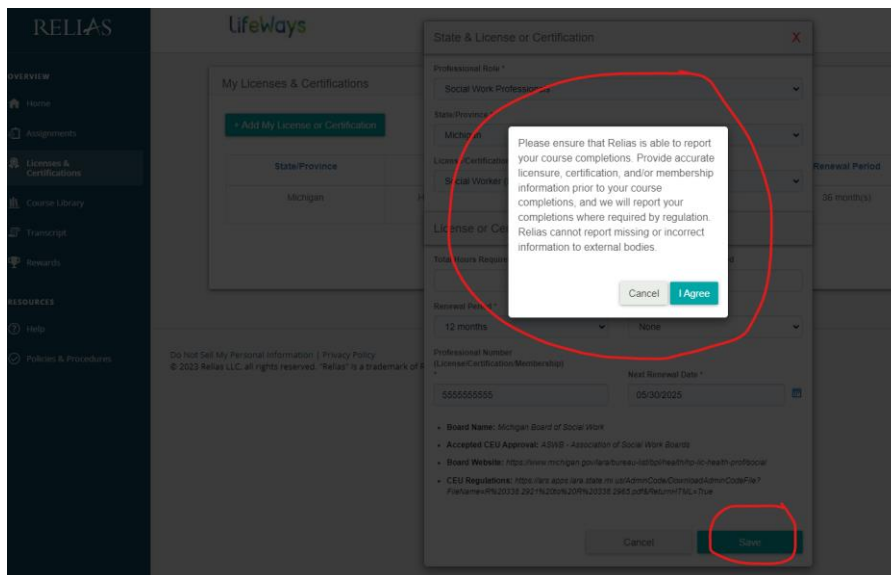


5) You must fill in the required fields under “License or Certification Details”. It is recommended however, that you also fill in the optional fields as well, but if you do not have this information and the information is not available in the resources that Relias provides to you (circled in the image above), you are only required to fill out the required fields identified by an asterisk to save/add a license/certification to your Relias account.

\*Required & Optional Fields Further Explained:

- **Total Hours Required:** The number of CE hours you must complete during each renewal period in order to maintain your license or certification.
- **Total Online Hours Accepted:** The number of CE hours you can complete through online learning per your board's regulations.
- **Renewal Period:** The frequency in which you must renew your professional license or certification.
- **Reminder:** This will allow you to set up optional warning emails to alert you when your license or certification is coming up for renewal (You have the option to select to receive zero alerts, or an alert can be set up to alert you at 2,4,8, or 12 weeks prior to when your license/certification is due to be renewed).
- **Professional Number (License/Certification/Membership):** This is where you will enter your license/certification/membership number.
- **Next Renewal Date:** The date in which you must renew your license/certification/membership by.

6) Once you have entered in your license/certification information select “Save”, and then you will be asked to agree to an accreditation and reporting statement.



\*Your licenses/certifications will be listed on the License/Certification page which can be found by navigating to the "Licenses & Certifications" tab below the left overview menu.

\*To update or edit license/certification information select the "Edit" button on the Licenses & Certifications page.

My Licenses & Certifications

+ Add My License or Certification

State/Province	Type	Number	Renewal	Renewal Period	Hours	Reminder	
Michigan	Human Resource Professional	SHRM-CP	7/15/2025	36 month(s)	60.00	No Reminder	Edit

Do Not Sell My Personal Information | Privacy Policy  
© 2023 Relias LLC. All rights reserved. "Relias" is a trademark of Relias LLC.