

## Professional Development Credit Instructions for August Event

Our August program, **Achieving Harmony**, is eligible for Professional Development credit. In order to ensure you receive credit for this, you can submit the activity via the Professional Development: Continuing Education (Instructor Led) category using the following directions.

Additionally, you will be asked to describe how you will utilize the concepts you learned from our program in your specific HR role:

- Go into the Recertification Application,
- Find Professional Development: Continuing Education (Instructor Led) heading.
- Click on the Add Activity button, to the right.
- This will open a window. Select activity type.
- A new form will open to complete.
- Click Next and follow the prompts to attest and submit the activity.
- It will be reflected in the number of hours submitted at the top of the page.

Contact [info@sdhrforum.com](mailto:info@sdhrforum.com) with any question that you might have regarding this procedure.

Thank you for attending our August Event!