



Record your CE in the Continuing Education Log

Step 1

Click "Add Credit".

Continuing Education Tracking

 SORT

Hours total: 0
Event / Session total: 0

ADD CREDIT

EXPORT PDF

Filter Credits

This member has no credits from the filters applied

APPLY FILTERS

RESET FILTERS

Date Range

Choose a start date 

To

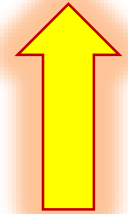
Choose an end date 

Category

- (None)
- Supportive
- Technical

Added By

- Administrator
- Self





Record your CE in the CE Log

Step 2

Fill in the details of your CE in the pop-up, Add Education Credit, window.

Event/Session Name- This is the name of the class or conference you attended

Credit Hours- Total number of hours you are submitting for the class or conference

Location- Where the class/conference took place. *If CE was online, enter Online and the website name.*

Instructor- Name of the credentialed instructor of the class. For Multi-Speaker events or conferences, place speakers in the description or the information can be uploaded as a class schedule or certificate.

Expiration Date- There is no need to enter this field

Date Range- For one day events, place the date in both fields. For multi-day events, place the start and end date.

Category- Were the CE hours Technical, Supportive, or Both?

Description- Enter a brief description of the class or conference. *For Online CE, enter the RACE number as the first line in the Description text box.*

Press Save to go to the next step.

Edit Education Credit

Event / Session Name *

CACVT 2019 Wellness Event|

Date Range *

12/7/2019

12/7/2019

Credit Hours

4

Category

Supportive

Location

Denver, CO

Description

A Personalized Journey Into EI and Wellbeing

Instructor

Kristina Guldbrand

Expiration Date

Choose an expiration date

CANCEL

SAVE



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Step 3

- After saving, you can upload a copy or picture of your CE Certificate/Class schedule by clicking “Upload Certificate”.
- It is not mandatory to upload CE certificates (unless you are randomly selected for an audit).

* Multiple Files need to be uploaded in a .zip format.

** Currently CE Hours need to be submitted from a computer and not a cell phone.

*** Once your CE has been entered, it is saved to your profile. You can also sort your CE using the Filters on the left side of the page for easy reference!

Continuing Education Tracking

Hours total: 6
Event / Session total: 1

[ADD CREDIT](#) [EXPORT PDF](#)

[SORT](#)

Filter Credits

[APPLY FILTERS](#) [RESET FILTERS](#)

Date Range
Choose a start date
To
Choose an end date

Category
 (None)
 Supportive
 Technical

Added By
 Administrator
 Self

Date Range	12/7/2019 - 12/7/2019
Event / Session	CACVT 2019 Wellness Event
Hours	4
Category	Supportive
Added By	Self
Location	Denver, CO
Instructor	Kristina Guldbbrand
Expiration	
Certificate	DOWNLOAD
Description	A Personalized Journey Into EI and Wellbeing

[EDIT](#) [UPLOAD CERTIFICATE](#)