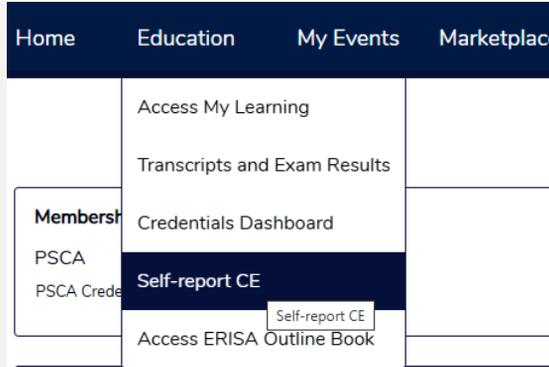


How to Self-Report Continuing Education (CE) Credits

- 1 Access your account by navigating to [ASPPA](#), [NAPA](#), [NTSA](#), or [PSCA](#), and select **My Account** from the top menu bar. Enter your **Username** and **Password**, and then select **Login**. Navigate to the **Education** tab and select **Self-report CE** from the dropdown



- 2 Complete the self-reporting required fields

must be kept for four years after completion of the program. Once si

* **Description** ⓘ

* **Type of CE (Relevant Topics or Ethics)**
Select an Option

* **Number of CE Credits**

* **Provider** ⓘ

* **Date** ⓘ

Select which credential(s) the CE applies to. Click on the credent

Pro tips

- Description = CE Activity Name and Details
- CE Type= Relevant Topics or Ethics
- Credits = CE Credit Amount
- Provider = Source of Education
- Date= Date Completed

- 3 After completing the required fields, select the **credential** to apply CE applied towards. Then click the ▶ to move the credential under selected

Program credentials ⓘ

Available

CPSP - (Active)

Move selection to Selected

Selected

Move selection to Selected

- 4 Click **submit**, a success message will appear

Cancel Submit

Success
New Self-Reported CE Record Created