How to Add Continuing Education Credit to Your Account

You will need:

- Your online account
- Web Access

**NOTE:** Application works best using Google Chrome. Please install Google Chrome and make sure you have updated browser to the [most current version of Google Chrome](https://www.google.com/chrome/webstore)

1. Open your browser and log into your online account.

![Board of Executives for Long Term Services and Supports](image)

   **Notifications:**
   - Notice: All users must 'Register to Access Site'.

   **Login**
   - Username
   - Password
   - Login

2. On the "License Information page there is a section called ‘Continuing Education (CE) Hours’.

   Please click the **button.

<table>
<thead>
<tr>
<th>Type</th>
<th>Assisted Living Director</th>
<th>Issued</th>
<th>05/12/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>1006</td>
<td>Expiration</td>
<td>10/31/2023</td>
</tr>
<tr>
<td>Status</td>
<td>Active</td>
<td>CE Due</td>
<td>10/31/2023</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CE Hours</td>
<td>30 hours of continuing education are required</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Provider</th>
<th>Organization</th>
<th>Course Title</th>
<th>Completed</th>
<th>Hours</th>
</tr>
</thead>
</table>

No entries. Click (+) to add.

Total Hours in CE Period (08/31/2021 - 10/31/2023) 0
3. A box will appear for you to enter the information about the CE you would like to claim. Please fill out all the information. When you are done click the “Ok” button.

4. When the CE has successfully saved it will appear in the “Continuing Education (CE) Hours” section. To add another CE, click the button in the “Continuing Education (CE) Hours” section. Repeat Step 3.

5. If you want to edit a CE entry you have entered please click the icon. If you need to delete the CE entry, then click the icon.

6. When you have completed adding your CE you may log out of your account.