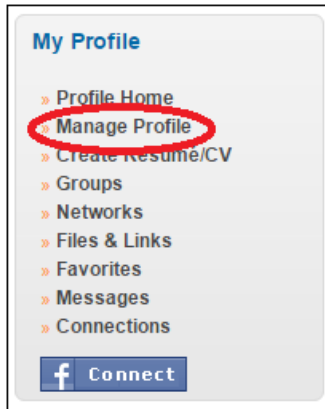
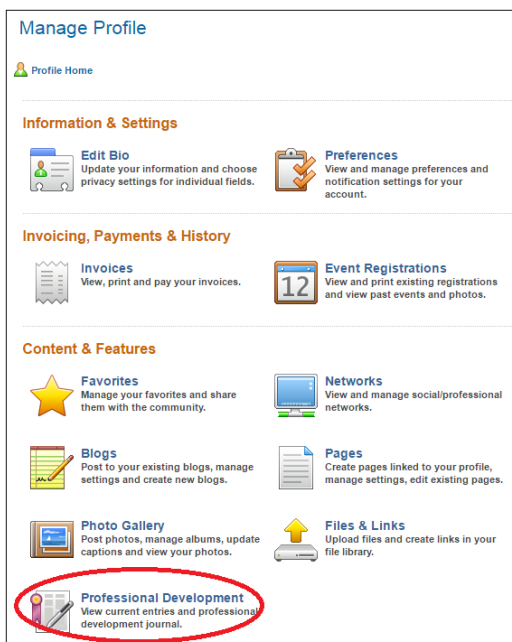


Entering CE Credits into your Profile

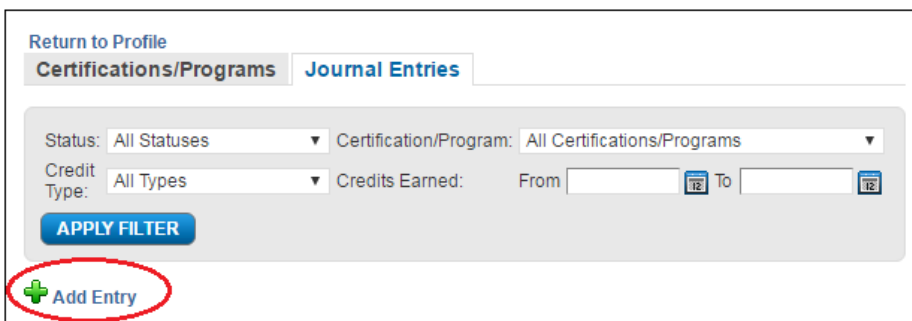
1) Login to covd.org and click Manage Profile on the right side.



2) Scroll to the bottom and click Professional Development.



3) Click the green "+" to Add New Entry.



4) Select whether the CE credits are toward a specific Certification.

Is this entry for a Certificate or Program? * Yes No

Credit Type * --Select Credit Type--

Entry Date * 4/21/2016

Description *

Credits *

Credits Expire

Score (%) (if applicable)

Activity Code

Attachments Choose File No file chosen

SUBMIT CANCEL

5) Select the corresponding Credit Type for the year in with you earned the credit and the type of member you are.

Is this entry for a Certificate or Program? * Yes No

Certification/Program *

Credit Type * --Select Credit Type--

Entry Date *

Description *

Credits *

Credits Expire

Score (%) (if applicable)

Activity Code

Attachments

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- Select Credit Type--
- CEU
- 2012 CEU Associate
- 2013 CEU Associate
- 2011 CEU Associate
- 2014 CEU Associate
- 2011 CEU Fellow
- 2012 CEU Fellow
- 2013 CEU Fellow
- 2014 CEU Fellow
- 2011 CEU COVT
- 2012 CEU COVT
- 2013 CEU COVT
- 2014 CEU COVT
- 2015 CEU Assoc
- 2015 CEU Fellow

6) Enter the rest of the information and hit submit. You have now added your CE hours!

Is this entry for a Certificate or Program? * Yes No

Credit Type * 2016 CEU Assoc

Entry Date * 4/21/2016

Description *

Credits *

Credits Expire *

Score (%) (if applicable)

Activity Code

Attachments Choose File No file chosen

SUBMIT CANCEL