



## Logging CEC's on the TFMA Website



### **Please follow these simple steps:**

1. Log in to your profile at [www.tfma.org](http://www.tfma.org)
2. *On the top right side column*, Click “Manage Profile”, then on the “Professional Development” icon under the “Contents & Features” tab.
3. Click “Add Entry” – then fill out the following information:
  - a. Certification Program: **CFM Renewal 2017**
  - b. Credit Type: CEC
  - c. Insert the date the training was completed, OR today’s date
  - d. Credits: Amount of credits earned (WHOLE NUMBERS ONLY)
  - e. Credits Expire: NOT NECESSARY
  - f. No score necessary
  - g. Activity code not necessary
  - h. Upload the documentation that goes along with the CEC’s you are recording-  
NOTE: you must scan and save the document on YOUR computer FIRST.

Logging your CEC’s this way will allow you greater access to your records, and will **eliminate the need for you to send in paper proof of your CECs to the office as long as you have uploaded your documentation to your profile!**

Renewals will not be approved until records have been reviewed by the TFMA Office and payment for renewing has been processed. Once this has been completed, you will be able to print a certificate from the TFMA Website stating you have completed your renewal for 2017!

If for any reason you cannot remember your password or username, **DO NOT CREATE A NEW PROFILE!!** Call the office at 512-260-1366 and we will help you!