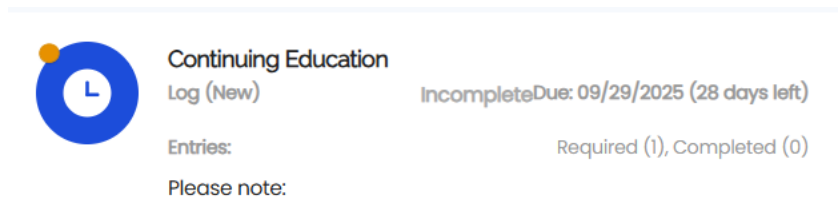


Step-by-step how to enter CEUs into Certemy:

1. Click on the “continuing education” step in the renewal workflow:

A dashboard for Continuing Education. It features a blue circular icon with a white 'L' and a yellow dot at the top. To the right of the icon, the text 'Continuing Education' is displayed, followed by 'Log (New)' and 'Incomplete Due: 09/29/2025 (28 days left)'. Below the icon, the text 'Entries:' is followed by 'Required (1), Completed (0)'. At the bottom, the text 'Please note:' is visible.

Continuing Education

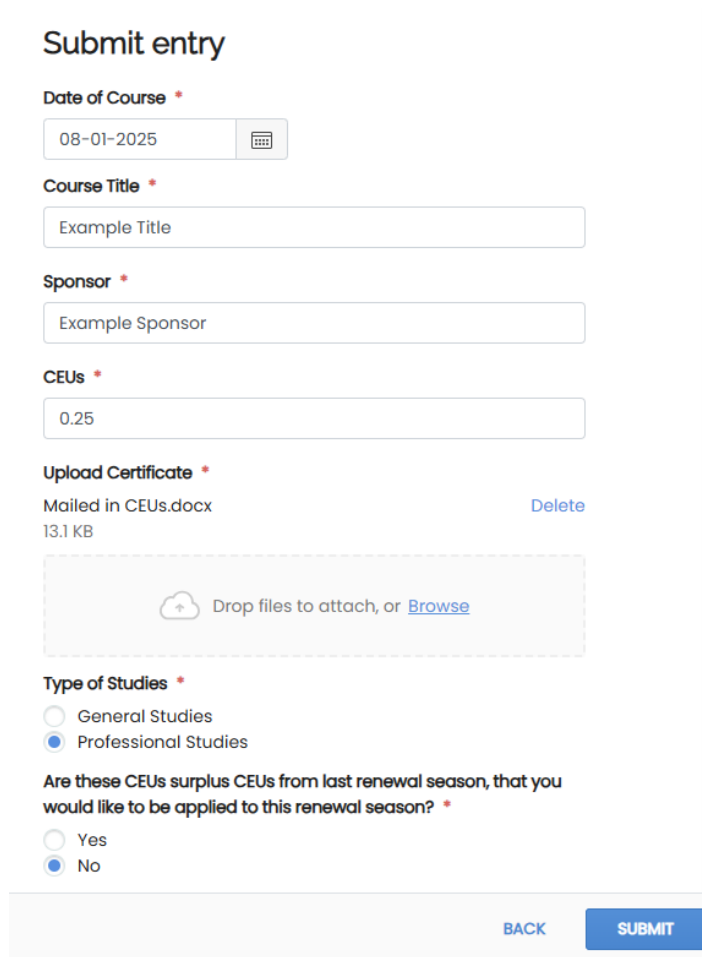
Log (New)

Incomplete Due: 09/29/2025 (28 days left)

Entries: Required (1), Completed (0)

Please note:

2. Complete the form on the right:

A form titled 'Submit entry'. It contains several fields: 'Date of Course' with a date picker set to '08-01-2025'; 'Course Title' with the text 'Example Title'; 'Sponsor' with the text 'Example Sponsor'; 'CEUs' with the value '0.25'; and 'Upload Certificate' with a file named 'Mailed in CEUs.docx' (13.1 KB) and a 'Delete' link. Below the file upload section is a dashed box with a cloud icon and the text 'Drop files to attach, or Browse'. At the bottom, there are radio buttons for 'Type of Studies' (General Studies, Professional Studies) and a question 'Are these CEUs surplus CEUs from last renewal season, that you would like to be applied to this renewal season?' with 'Yes' and 'No' options. A 'BACK' button and a 'SUBMIT' button are at the bottom right.

Submit entry

Date of Course *

08-01-2025

Course Title *

Example Title

Sponsor *

Example Sponsor

CEUs *

0.25

Upload Certificate *

Mailed in CEUs.docx 13.1 KB [Delete](#)

Drop files to attach, or [Browse](#)

Type of Studies *

☐ General Studies

☒ Professional Studies

Are these CEUs surplus CEUs from last renewal season, that you would like to be applied to this renewal season? *

☐ Yes

☒ No

BACK SUBMIT

3. Click “submit” on the bottom right side:

A blue rectangular button with the word 'SUBMIT' in white capital letters.

SUBMIT

4. Once you have submitted a CEU entry the information this message will pop up:

Confirm log

You have reached the total entries required. To submit this information and complete this log, please select "Confirm Log." If you would like to add another record, please click "Close Window" and then the option to add another record.



If you have more CEUs to submit, click on "close window".

If you are done submitting CEUs click "confirm log"

****Note:** If you click confirm log you **cannot** add any more CEUs to this step.**

5. If you need to submit more CEUs, click on "add new record" on the bottom left-hand side of the page:



6. Repeat steps 1-5 until you have entered all of your CEUs.
7. Once you have entered all the CEUs you wish to report click on "confirm log" on the bottom left-hand side:



8. Once you click on "confirm log" you will get this message:

Confirm log

Are you sure you would like to Confirm the Log submission? Once you have done so, you will not be able to submit further information.



9. If you have more CEUs to enter, click "cancel" if you have entered all of the information click on "submit".