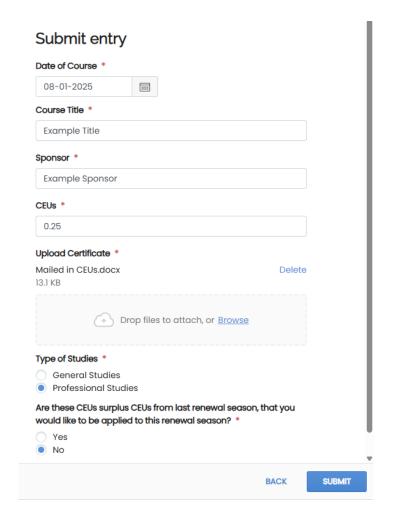**Step-by-step how to enter CEUs into Certemy:**

1. **Click on the "continuing education" step in the renewal workflow:**

2. **Complete the form on the right:**

3. **Click "submit" on the bottom right side:**

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.

CLOSE WINDOW | CONFIRM LOG

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.==

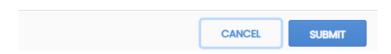5. **If you need to submit more CEUs, click on "add new record" on the bottom left-hand side of the page:**

ADD NEW RECORD

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:**

CONFIRM LOG

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.

CANCEL | SUBMIT

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