How to Submit your CEUs

This guide provides a step-by-step process for submitting Continuing Education Units (CEUs) on the AAHAM website. It includes instructions for everything you need to record and check your CEU hours. Following this guide will ensure that your CEUs are accurately recorded and posted to your record.

1. Log into your profile at aaham.org/login.aspx.

2. Once logged in, click "My Profile."
To record your Continuing Education Unit (CEU) hours, you will need the certification's expiration date for each certification you hold and intend to submit CEU hours.

At the top of the page, click your name in the upper left-hand corner.
5. From the drop-down menu, click "Account + Settings."

6. Click "Professional Development" on the navigation menu on the left-hand side.
7 *Click "Add Entry."

*Please note that you must submit CEU hours for each certification you hold. For example, you must submit your activity for each if you hold a CRCS and a CRCE.

Select your certification type from the drop-down menu.
Select the credit type from the drop-down menu (AAHAM or non-AAHAM). Select AAHAM for all AAHAM-sponsored webinars or training activities/events (AAHAM National or AAHAM local chapter) and non-AAHAM for all outside training activities.
Fill in your CEU(s) description and how many credits you've earned.

The description is the name of the training event or webinar.

The number of credits earned is based on time spent. AAHAM defines one CEU as one hour of training.

All AAHAM-sponsored activity doubles. So, one hour would earn you two AAHAM CEU hours. Non-AAHAM activity does not double.
11 Enter the certification expiration date you got from your profile.

12 Please enter "0" for the Score and Activity Code.
13 Upload your supporting documentation.

This should show the event name, time, date and duration of the event your reporting. For example, a certificate of participation.

14 Click submit, and your submission will be posted to your journal entries under the professional development tab.

If you have any questions, please contact certification@aaham.org.