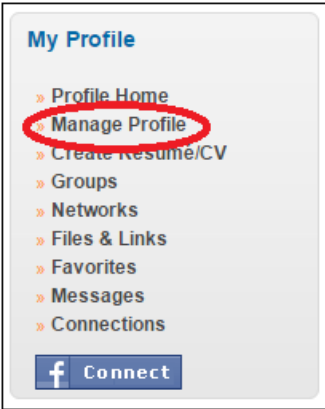
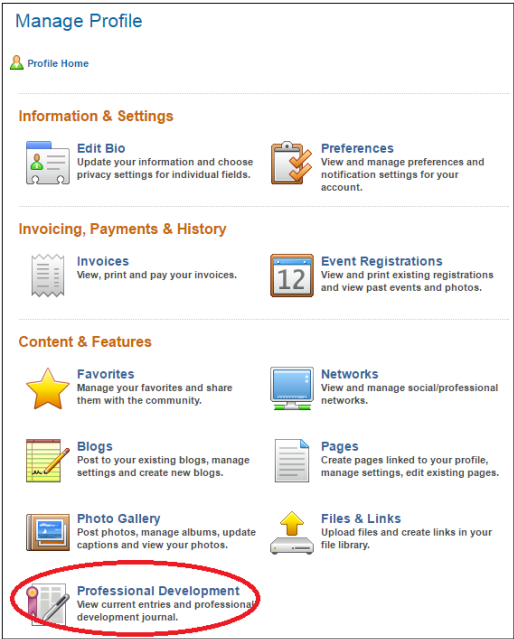


# Entering CE Credits into your Profile

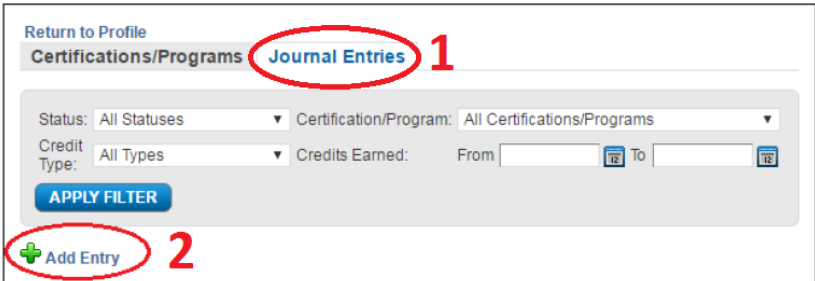
1) Login to covd.org and click Manage Profile on the right side.



2) Scroll to the bottom and click Professional Development.



3) Select the Journal Entries tab and click the green "+" to Add Entry.



- 4) Select **NO** for the first question.  
Enter **the date of the CE event** for "Entry Date."

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

Credit Type \* --Select Credit Type--

Entry Date \* **Date of CE event** 4/21/2016

Description \*

Credits \*

Credits Expire

Score (%) (if applicable)

Activity Code

Attachments Choose File No file chosen

SUBMIT CANCEL

- 5) Select a Credit Type in the following manner:  
[Year Credit was **Earned**] CEU [Your Certification]

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

SUBMIT CANCEL

- 6) Enter the event description and how many CE hours you earned.  
**COVD does not use the "Credits Expire" field**, so enter a date 10 years from now.  
Then, click "Submit" and you are finished!

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

Credit Type \* 2016 CEU Assoc

Entry Date \* 4/21/2016

Description \*

Credits \*

Credits Expire \* +10 years (not used by COVD)

Score (%) (if applicable)

Activity Code

Attachments Choose File No file chosen

SUBMIT CANCEL