

How to Add Activities in [Learning Builder](#) towards Recertification

Go to Learning Plans or My Cycle

Continuing Education

- Click on Requirements to review your entered progress towards recertification.
- Click on Continuing Education to reveal details. Click on Add Activity.

Recertification Application (4/20/2018 to 12/31/2021) [Show Details](#) Return to: [Learning Plans](#)

Completing Recertification Requirements8 Units Accepted | 8 Units Added | 60 Units RequiredSubmit Application

Requirements

Continuing Education8 CPD Points Approved | 8 CPD Points Added

[Show More Instructions](#)
Click Add Activity Button to add Continuing Education. Click the (?) icon for more details.

[Add Activity](#)

Search for your activity – it may already have been pre-approved and be in the system.

- Use Keyword to find it. If it appears in the Search Results, click Select

Select Activity for Continuing Education

To find a pre-approved activity you have participated in, enter a date range and/or a session title keyword and select "Pre-Approved Continuing Education to Search" for results

Keyword:

Dates: to

Activity Type:

Formal Coursework
Pre-Approved Continuing Education
Self-Reported Continuing Education

[Search](#)

Search Results

Title	Activity Type	Provider	
2014 Legislative Animal Law Outlook	Pre-Approved Continuing Education	Texas Federation of Humane Societies	+ Select

If your activity has not been pre-approved and already in the system, you will need to manually add your activity.

- Click on Self-Reported Continuing Education, click Search
- Select Self-Reported Continuing Education

Select Activity for Continuing Education

To find a pre-approved activity you have participated in, enter a date range and/or a session title keyword and select "Pre-Approved Continuing Education to Search" for results

Keyword:

Dates: to

Activity Type:

- Formal Coursework
- Pre-Approved Continuing Education
- Self-Reported Continuing Education

Search Results

Title	Activity Type	Provider	
Self-Reported Continuing Education	Self-Reported Continuing Education	AAWA	<input type="button" value="+ Select"/>

The Self-Reported CE Activity Report box will open. Fill it out as completely as possible. See notes below in example. Scroll to bottom and Submit.

Self-Reported Continuing Education: Report Activity

Course Title*:

Approving Body*: *review options*

Other:

Description*:

Relevant Topics*: *use drop down*

Start Date*:

Start Time*:

End Date*:

End Time*:

Instructional Time (in decimal hours)*:

City:

Help us pre-populate the system with activities!

Suggest to conference providers that they submit their activities to The Association prior to their event.

Tell them to go here for instructions on how to submit events:

<https://theaawa.org/page/advancecaface>