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."

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

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!