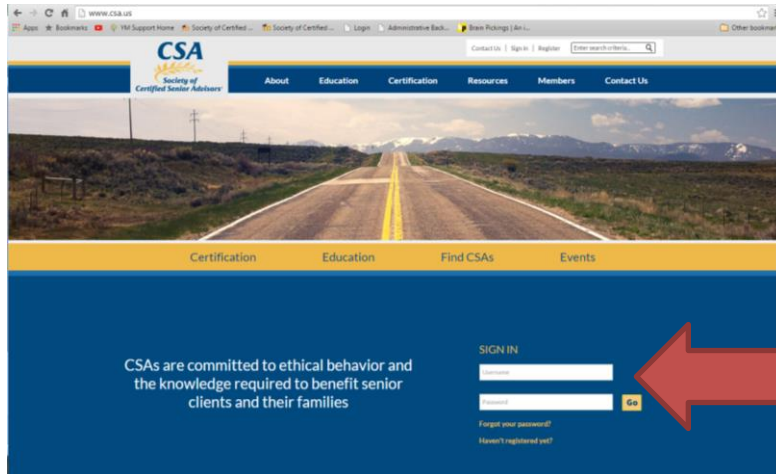




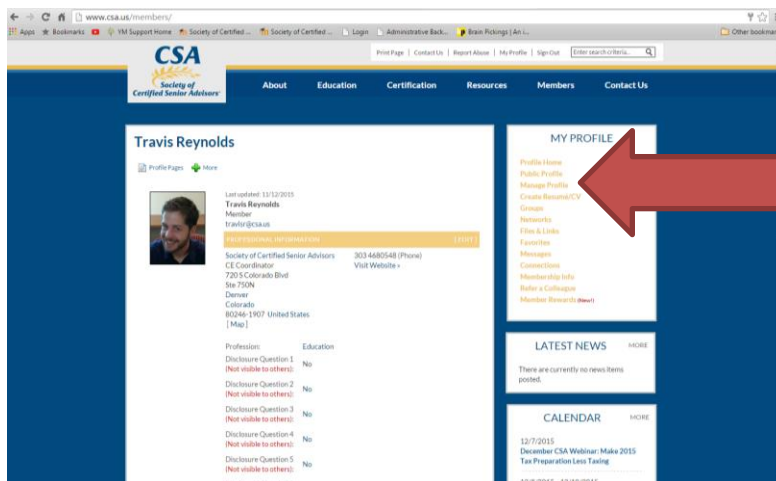
How to Enter Your CE on the CSA website (csa.us)


1. Go to csa.us and enter your login information.

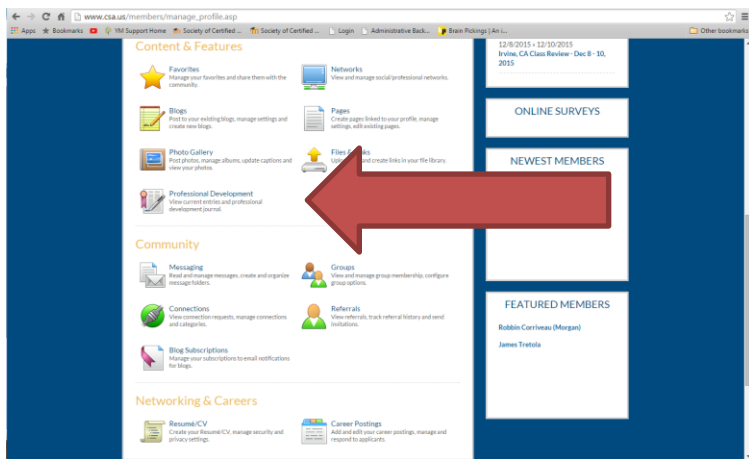
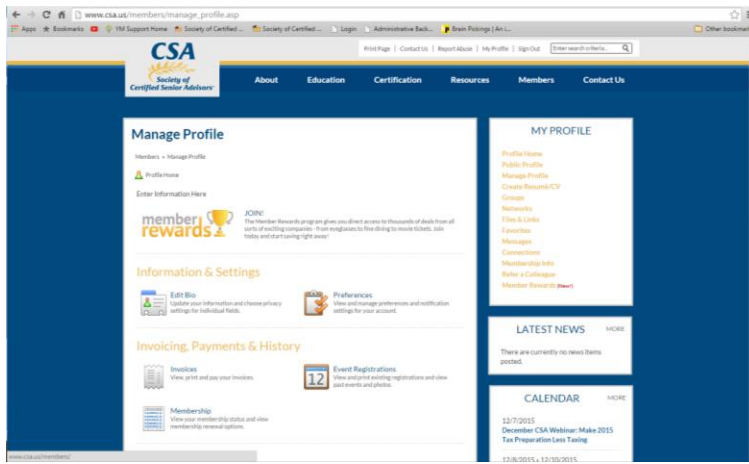


(If you do not know your login information, enter your primary email and click “Forgot your password?”)

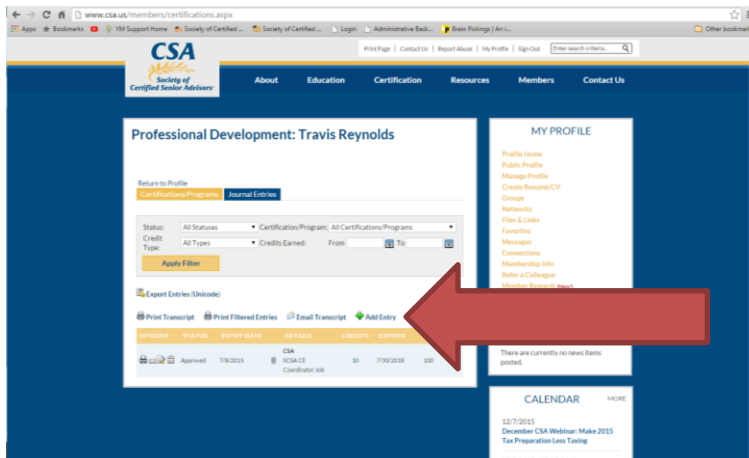
2. Select “Manage Profile”



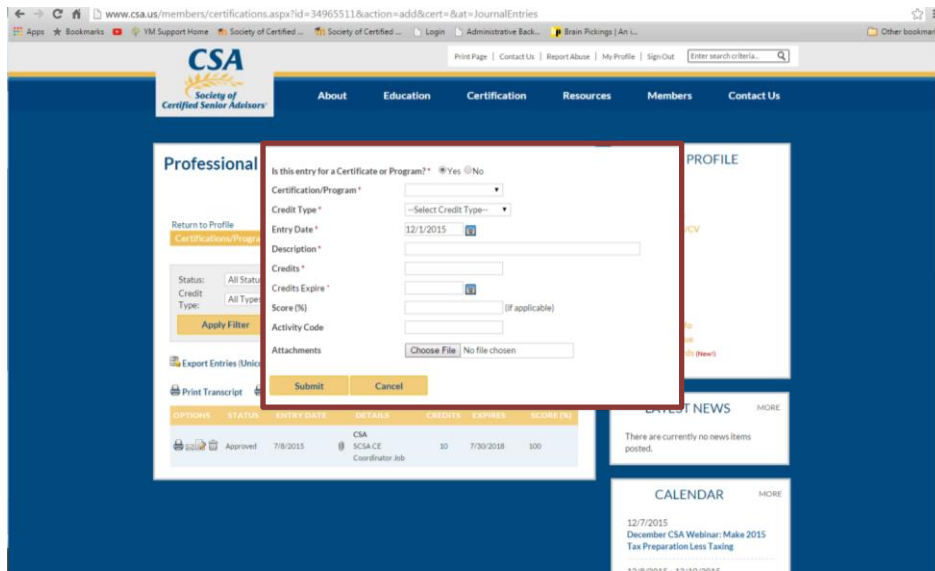
3. Scroll down to *Content & Features* - Select “Professional Development” 



4. Select “+ Add Entry”



5. Enter Information, attach supporting documentation, and submit.



- Be sure to select the *3 Year Recertification* for “Certification/Program”
- Select the appropriate Credit Type – if unsure, select CEU
- Entry Date should be the date completed
- Credits Expire on the date of Recertification – if unsure, use Entry Date +3 years
- Activity Code can match Credit Type or be left blank
- Attachments - supporting documents may be required for approval and are strongly recommended

After submitting your entries will appear at the bottom of the Professional Development window. The status of the entry will remain *Pending* until it has been approved by a member of the CSA Certification Department.

Remember, all CSAs are required to submit 30 CE, including 3 Ethics CE, every three years to maintain certification.

For more information go to http://www.csa.us/?page=CE_Overview.

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