

Instructions for Accessing Your CE Certificates Through the PPA Website

Pensylvania Psychological Association website home page. The navigation menu includes: HOME, PPA MEMBERSHIP, PSYCHOLOGISTS, CE / EVENTS, ADVOCACY, STUDENTS, PUBLIC & MEDIA, ABOUT PPA, IMPORTANT LINKS. A 'SIGN IN' button is highlighted in a red box. Below it are fields for 'Username' and 'Password', and a 'Sign In' button. A 'Forgot your password?' link is also visible.

1. Log in to your account. If you have never logged in before:

Username: your email address

Password: *password123*

'MY PREFERENCES' page. A message says: 'Please take a moment to verify your member profile options.' Below it, text reads: 'Customize your member profile options using the form below. Checking the box next to a specific preference turns the preference "on."'. A 'MY PROFILE' sidebar is highlighted in a red box, containing links for 'Profile Home', 'Manage Profile', and 'Messages'. 'Manage Profile' is highlighted in yellow.

2. Once logged in, you should be taken to a page similar to this one. Select **"Manage Profile"** under "My Profile"

'MANAGE PROFILE' page. The 'MY PROFILE' sidebar is visible. The 'Content & Features' section is highlighted in a red box, containing a link for 'Professional Development'. Other sections include 'Information & Settings', 'Invoicing, Payments & History', and 'Community'.

3. Select **"Professional Development"** under the **Content & Features** section

PENNSYLVANIA PSYCHOLOGICAL ASSOCIATION

HOME PPA MEMBERSHIP PSYCHOLOGISTS CE / EVENTS ADVOCACY STUDENTS PUBLIC & MEDIA ABOUT PPA IMPORTANT LINKS

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PROFESSIONAL DEVELOPMENT:

MY PROFILE

Calendar

5/4/2015 2015 Advocacy Day

5/8/2015 Evening of Networking in Pittsburgh

5/15/2015 17th Annual PPF Ethics Workshop

Classifieds

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OPTIONS	STATUS	ENTRY DATE	DETAILS	CREDITS	EXPIRES	SCORE (%)
Approved		3/23/2015	Ethics and Risk Management in the Age of the Affordable Care Act Attended Event Session: W07: Ethics and Risk Management in the Age of the Affordable Care Act Interactive Ethics	6	3/23/2115	N/A

Vote Today!
PPA Election Ballot Open!

4. The Professional Development page shows you the workshops you have completed and credits that you have for each. In order to print your certificate, though, you need to select the **“Certifications/Programs”** tab.

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NAME	STATUS	CREDIT TYPE	MIN. REQUIRED	MAX. ALLOWED	EARNED	CREDITS EXPIRING
Ethics and Risk Management in the Age of the Affordable Care Act	Complete	CE	6	NA	6	6 credits expiring on 3/23/2115
The Hidden Ethics Code	Complete	CE	3	NA	3	3 credits expiring on 3/23/2115
Unlearning Ethics: Ethical Mores and Moral Development	Complete	CE	3	NA	3	3 credits expiring on 3/23/2115

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5. Now that you are on the **“Certifications/Programs”** tab, click the icon next to the program that you’d like to print a CE certificate for.

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https://papsy.site-ym.com/members/CertificationCertificate.aspx?ID=5756&cguid=6ed55c4...

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PENNSYLVANIA PSYCHOLOGICAL ASSOCIATION
416 Forster Street • Harrisburg, Pennsylvania 17102-1740 • Telephone 717.232.3817 • Fax 717.232.7284
http://www.papsy.org

Certificate of Attendance
This is to certify that

6. Once you have clicked on the icon next to the workshop that you are printing a certificate for, a separate screen with the certificate will pop up on your computer. You may need to disable a pop-up blocker if this screen does not appear.

From here you will be able to select the **“print”** button and print your certificate.

As always, the staff at the PPA offices are available to help you with this process. Please contact us at (717) 232-3817 or through email at papsy@papsy.org.