



Registering Points On-line

- Log onto the ASAP website www.strategic-alliances.org and sign in using your member username and password
- Click on the My Profile link in the Resources menu at the top of the page
- Click on Manage Profile in the My Profile menu on the right side of the page
- Scroll down and click on “professional development”
- Click on “Add entry”
- Complete the following * fields:
 - Is this entry for a certificate or program* – Yes
 - Certification Program* - from the drop choose “Certification Points”
 - Entry Date* - date of activity
 - Description* - (ex. 2015 ASAP summit attendance, published article in SAM Q3 2014)
 - Credits* - point value (ex. .25)
 - Credits expire* - enter 12/30/2099
 - Submit

Your point submission will automatically be sent to ASAP for approval.

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