



## Registering Certification Points On-line

- Log onto the ASAP website <http://www.strategic-alliances.org> and sign in using your member username and password (*contact [bward@strategic-alliances.org](mailto:bward@strategic-alliances.org) if you do not know your username or 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 Q1 2018)
  - Credits\* - point value (ex. .25) terin
  - Credits expire\* - enter 12/30/2099
  - Submit

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