

# Entering Your TDM Credits

## I earned TDM credits at a TACVB Conference, now what?

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1. Login to your TACVB account at [www.tacvb.org](http://www.tacvb.org).
2. In the right hand column labeled MY PROFILE, click on **MANAGE PROFILE**.
3. Scroll down and click on **PROFESSIONAL DEVELOPMENT**.
4. When you scroll down on that page the JOURNAL ENTRIES tab will be red and it will show you all of your individual journal entries. To change the view to show your progress in each discipline, click on the CERTIFICATIONS/PROGRAMS tab.
5. To add a new Journal Entry, click the green **ADD ENTRY** button.
6. A box will pop up, fill it in as follows:
  - a. Certification/Program = the discipline you are entering credits for
  - b. Credit Type = the conference you attended to earn the credits
  - c. Entry Date = today's date
  - d. Description = title of the session, or sessions, you attended for that discipline
  - e. Credits = the number of credits earned
  - f. Credits Expire and Score do not need to be filled in
  - g. Activity Code = the code that was given for attending that session
  - h. Attachments = attach the completed TDM form so that we can total and verify all of your sessions. This only has to be attached to one entry per conference.
7. Click **SUBMIT**.
8. Repeat for the remainder of your sessions/disciplines.
9. All credits will be "Pending" until approved by the Executive Director or TDM Chair. You will receive an email notification when they have been approved.