



## Logging CEC's on the TFMA Website



We have introduced a new way to log CEC's that will be a greater benefit to our members. To do this, please follow these simple steps:

1. Log in to your profile at [www.tfma.org](http://www.tfma.org)
2. Click "Manage Profile", then on the "Professional Development" icon under the "Contents & Features" tab.
3. Click "Add Entry" – then fill out the following information:
  - a. Certification Program: **CFM Renewal 2018**
  - b. Credit Type: CEC
  - c. Insert the date the training was completed, NOT today's date
  - d. Credits: Amount of credits earned
  - e. Credits will not expire so there is no need to put a value in this space
  - f. No score necessary
  - g. Activity code not necessary
  - h. Upload the documentation that goes along with the CEC's you are recording

Logging your CEC's this way will allow you greater access to your records, and will **eliminate the need for you to send in paper proof of your CECs to the office as long as you have uploaded your documentation to your profile!**

Renewals will not be approved until records have been reviewed by the TFMA Office and payment for renewing has been processed. Once this has been completed, you will be able to print a certificate from the TFMA Website stating you have completed your renewal for 2019!

If for any reason you cannot remember your password or username, **DO NOT CREATE A NEW PROFILE!!** Call the office or email Sasha Espinoza at [sespinoza@tfma.org](mailto:sespinoza@tfma.org).



## Printing your Certificate of Renewal from Website



1. Log in to your profile at [www.tfma.org](http://www.tfma.org)
2. Click "Manage Profile", then on the "Professional Development" icon under the "Contents & Features" tab.
3. Click on the "Certifications/Programs" tab
4. Click on the icon that looks like a mini certificate and reads "View/Print Certificate" when hovered over.
5. Click Print!