



Logging CEC's on the TFMA Website

1. **Sign in to your profile** at www.tfma.org.

NOTE: If you have forgotten your User Name and/or Password, call the TFMA office for reset instructions. **DO NOT CREATE A NEW MEMBER PROFILE** as all your information may be lost.

2. Located on the RIGHT HAND side of your screen, under “My Profile” >click “Manage Profile.”
3. On the center of your screen, go to the “Contents & Features” section and click on the “Professional Development.”
4. Click “Add Entry” – then fill out the following information:
 - a. Certification Program: CFM Renewal 2019
 - b. Credit Type: CEC
 - c. Insert the date the training was completed, NOT the day you enter it
 - d. Credits: Amount of credits earned
 - e. DO NOT enter any “Credits will not expire” entries
 - f. DO NOT enter any score - NOT needed
 - g. DO NOT enter an Activity code - NOT needed
 - h. Upload the documentation that goes along with the CEC's you are recording
(Note, you must first scan and save the document to your computer so you can upload)

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 and approved 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.

As always, call TFMA at 512-260-1366 with any questions. We're here to help.

REMEMBER, you need at 8 CECs to renew every year.