

Recertification Credits Online



After attending an event, or purchasing a video in which you get RL, RPL, CPL recertification credits you must submit your affidavit of attendance; which is done by using the code you received with purchase or at the end of the actual class.

To do so:

1. Simply login to the portal, locate the "Submit Affidavit of Attendance" link under the My CE Credits section:

A screenshot of a web portal interface. At the top left, there is a small profile icon and the text "My CE Credits". Below this, the text "Year-to-date Credits:" is followed by the value "0.0". Underneath, there are two bullet points: "• [Check My CE Credit / Certified Transcript](#)" and "• [Submit Affidavit of Attendance](#)".

Year-to-date Credits:	0.0
• Check My CE Credit / Certified Transcript	
• Submit Affidavit of Attendance	

2. You will be asked to enter the code for the class or home study

Report Component Attendance

Select a Component

First, we need to know what component you are registering for. Enter in the code or ID number of the component.

Component ID/Code: *

3. Then you will be prompted to digitally sign that you attended the class or have reviewed the home study information.
4. Click "Finish" to confirm your credits