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:

   ![My CE Credits](image)

   - 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