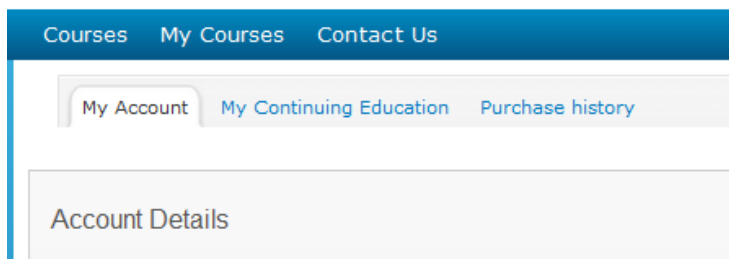




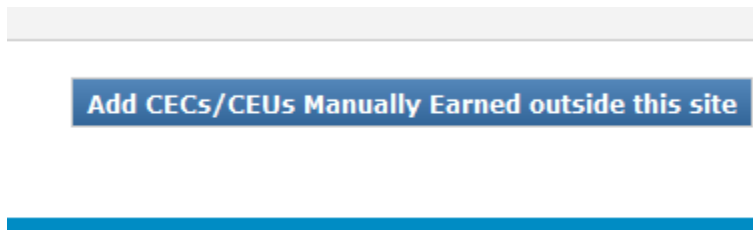
How to Document Non-ACSM or outside program Continuing Education Credits

Log onto www.onlinelearning-acsm.org

From the Account Details page, select 'My Continuing Education'.



Once on the 'My Continuing Education' page, select 'Add CECs/CEUs manually earned outside this site'



Populate all relevant information on this page.

- *Course Name / Title: Name of the course taken
- *Provider Name: Name of the organization who presented the CECs
- *Agency: Should always be ACSM
- *Credits: Enter the total number of credits earned

To easily translate any credits you may have received from other organizations, use this formula: 1 CEC=1 hour of education; 1 CEU=10 hours of education. Therefore, just move any decimal points two digits to the right to translate into CECs.

Example: .2 CEUs equals 20 CECs

*Provider # / Course #: If you have this information, please enter it; otherwise, please enter the default number of '1234'.

Be sure to select 'Add Credit'


*Completion Date: Should be the date that the CEC was complete

Authors and Location are not required

Select the box that you are certifying this information is accurate and select 'Save'.

Your saved CECs/CEUs will appear under the 'Completed' section of your 'My Continuing Education' page.

Add CECs/CEUs Manually Earned outside this site

Course Name/Title *	<input type="text"/>
Provider Name *	<input type="text"/>
Credit Type	<input type="text" value="-Choose-"/>
Agency Credits	Agency * <input type="text" value="- Choose a"/>
	Credits * <input type="text"/>
	Provider #/Course # * <input type="text"/>
	<input type="button" value="Add Credit"/>
Completion Date *	<input type="text" value=""/> 
Authors	<input type="text"/>
Location	<input type="text"/>
<input type="checkbox"/> I certify this information is accurate	