Entering Your Continuing Education

After you login to the Certification Portal, click on the "My Cycle" link in the upper left-hand corner of the screen.

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Entering Your Continuing Education

Click on the "Current Learning Plan" link.

Entering Your Continuing Education

Click the orange "Continue" button to access the entry screen.

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Entering Your Continuing Education

At the top of the screen, you will see the "Requirements" section. This will show you the requirements and limits for your Continuing Education.

Annual Summary of Continuing Education (01/01/2025 to 12/31/2025)

Completing Application 🔒 Completing Application ···

Requirements

You must complete 50 Continuing Education Hours in your recertification period
0%   0 of 50

You must complete a minimum of five (5) Research Hours (Methodology 8) in your recertification period
0%   0 of 5

Legend
- 🟢 Units Added
- ⚪ Remaining
- ✓ Completed
- ⓘ Limit Exceeded
- ⓘ More Information

Limits

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Step 1 - Click the blue "Add CE" button. This will open the select methodology window.
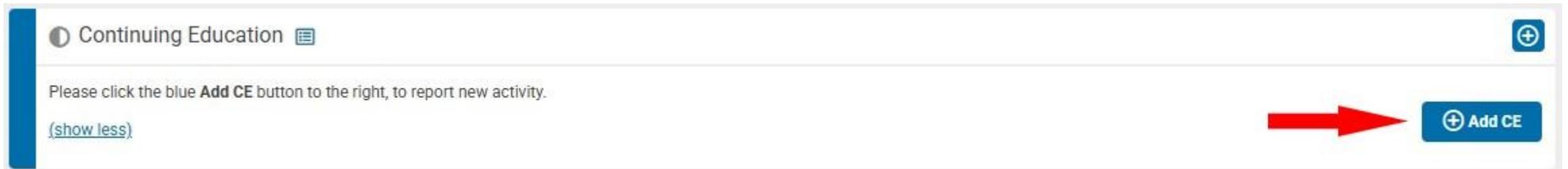
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Step 2 - Select the methodology type you will be entering, by clicking the blue "+ Select" button. This will add an activity to your record.

3/2025

Entering Your Continuing Education

Step 3 - On the activity details screen, please enter the requested information (1). If your activity took place on a single day, please enter the same date in the start and completion date fields. You may also submit any supporting documentation you have (2).

Once you've filled out the fields, please click the orange "Submit" button (3).

Entering Your Continuing Education

Once you've submitted your first CE entry, you will be taken back to the main screen, and you will see that the item shows as "Submitted" (1).

Click the blue "Add CE" button (2) to add your next CE entry.

Please repeat steps 1-4 until you've added all the required annual CEs.

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Once you've entered everything, the requirements section will indicate that you've met the requirements (1) and the "Submit" button will appear. Click the orange "Submit" button (2) to continue.

Entering Your Continuing Education

A confirmation window will appear, please verify your contact information (1), then click the next button (2).

Entering Your Continuing Education

Certify that you've read the program guidelines by selecting "Yes" from the drop-down menu (1), then click the orange "Submit" button (2).

3/2025

Entering Your Continuing Education

If your screen says, "In Review", that indicates that your submission has been selected for an audit review by the Education Coordinator.

⊖ **Annual Summary of Continuing Education (1/1/2025 to 12/31/2025)**   In Review   **View**

This section is for the tracking of your annual continuing education hours. **You will need to demonstrate that you meet the following requirements on an annual basis:**

- A total of 50 Hours of Continuing Education
- At least 5 hours of Research **(listed under methodology 8, research)**
- Hours listed under at least 2 different Methodologies

If your screen says, "Approved", that indicates that your submission has been approved and needs no further review.

⊖ **Annual Summary of Continuing Education (1/1/2024 to 12/31/2024)**   Approved   **View**

This section is for the tracking of your annual continuing education hours. **You will need to demonstrate that you meet the following requirements on an annual basis:**

- A total of 50 Hours of Continuing Education
- At least 5 hours of Research **(listed under methodology 8, research)**
- Hours listed under at least 2 different Methodologies

Please Note: If you are selected for an audit, once the audit is complete, your submission will be updated to "Approved".

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