

# 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.



3/2025

# 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.

## Learning Plans

[ 000000 / Board Certified]

Learning Plan	Status
⊖ Annual Summary of Continuing Education (1/1/2025 to 12/31/2025)	Completing Application <span>Continue</span>

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

You will use this to keep track of your CEs to make sure you are making sufficient progress during your recertification period.

To begin entering CEs, please click the **orange button** to your right.

*For CE guidelines, including what does and doesn't qualify for CE credit, please [click here](#).*

Every five years you must also complete a **Peer Review process**. The year you are required to complete a peer review (including providing evidence of continued connection with your faith community) is based on the year you became a board-certified chaplain or an associate certified chaplain. If you were first provisional certified, and only needed the required 2,000 hours of experience, the requirement is based on the date of provisional certification. For the years you are required to do a peer review, the peer review section will appear below the CE portion of the application. **For additional information about the Peer Review, please [click here](#).**

# 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) Return to: [Learning Plans](#)

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

**Limits**

**Legend**

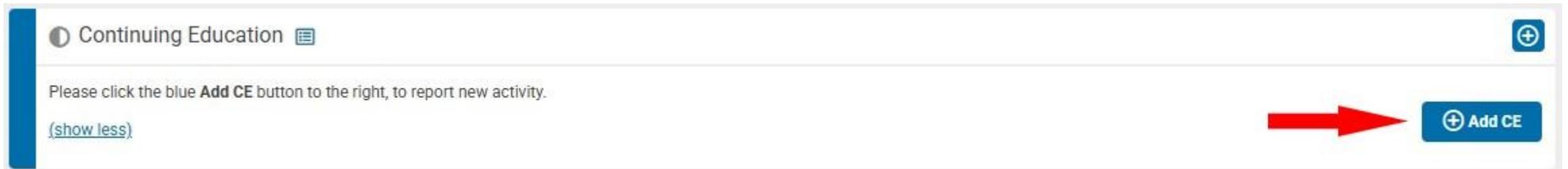
- Units Added
- Remaining
- Completed
- Limit Exceeded
- More Information



3/2025

# Entering Your Continuing Education

Step 1 - Click the blue "Add CE" button. This will open the select methodology window.



Continuing Education  

Please click the blue **Add CE** button to the right, to report new activity.  
[\(show less\)](#)

# Entering Your Continuing Education

Step 2 - Select the methodology type you will be entering, by clicking the blue “+ Select” button. This will add an activity to your record.

### Select Methodology Type ✕

Please click the blue **+Select** button from the list below to add your continuing education activity.

Activity Title	
Methodology 1 - Attending Educational Events	<b>+ Select</b>
Methodology 2 - Writing	<b>+ Select</b>
Methodology 3 - Teaching	<b>+ Select</b>
Methodology 4 - Professional Self-Care (4 hours max.)	<b>+ Select</b>
Methodology 5 - Reading/Self-Instruction	<b>+ Select</b>
Methodology 6 - Own Peer Review	<b>+ Select</b>
Methodology 7 - Service to APC/BCCI (20 hours max.)	<b>+ Select</b>
Methodology 8 - Research Based Learning (minimum 5 hours)	<b>+ Select</b>

# 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).

**Methodology 1 - Attending Educational Events: Submit Activity Details**

Please complete the fields below to record your continuing education activity.

- Title\*:**
- Sponsoring Organization\*:**
- Event Type\*:**
- Description:**
- Start Date\*:**
- Completion Date\*:**
- Requested Hours\*:**
- Supporting Documentation - (Optional):** [Choose from library](#) or

# 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.**

The screenshot shows a web interface for Continuing Education. At the top, there is a header "Continuing Education" with a menu icon and a blue "+" button. Below the header, a message reads: "Please click the blue Add CE button to the right, to report new activity. (show more)". A red arrow labeled "2" points to a blue "Add CE" button. Below this is a table with the following structure:

1	CE Methodology	Completion Date	Hours	
	Methodology 1 - Attending Educational Events	3/1/2025	1	Submitted

The first row of the table is highlighted with a red border and a red "1" in the first column. The "Submitted" status is indicated by a person icon and the text "Submitted".

# Entering Your Continuing Education

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.

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

[Return to: Learning Plans](#)

The screenshot shows a web interface for 'Completing Application'. At the top right, there is a red arrow pointing to an orange 'Submit' button, labeled with a red '2'. Below this, a red box labeled '1' highlights the 'Requirements' section. This section contains two items, both marked as 'Completed' with green checkmarks and progress bars:

- You must complete 50 Continuing Education Hours in your recertification period. Progress: 50 of 50.
- You must complete a minimum of five (5) Research Hours (Methodology 8) in your recertification period. Progress: 5 of 5.

Below the requirements is a 'Limits' section. To the right of the requirements is a 'Legend' with the following items:

- Units Added (Green circle)
- Remaining (Grey circle)
- Completed (Green checkmark)
- Limit Exceeded (Red exclamation mark)
- More Information (Blue information icon)

# Entering Your Continuing Education

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

Annual Summary of Continuing Education: Complete Application: Confirm Demographics

Please click the orange "Submit" button once you have finished entering your CE's.

Confirm Demographics

Continuing Education Program Guidelines

If your profile information listed below is not up to date, [Click Here](#) to log into your APC profile and update your record. Then, return to the BCCI portal to complete your submission. Please note: you will be logged out of the BCCI portal in order to update your profile on the APC site.

1 Contact Information:

Name: [Redacted]

Preferred Pronouns: [Redacted]

Birth Year: [Redacted]

Primary Email: [Redacted]

Primary Phone: [Redacted]

Primary Address: [Redacted]

Spiritual/Faith Group: [Redacted]

APC Member Status: [Redacted]

Current Work Setting: [Redacted]

Current Employer: [Redacted]

2

< Previous Next >

Finish Later Cancel Submit

# 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).

Annual Summary of Continuing Education: Complete Application: Continuing Education Program Guidelines

Please click the orange "Submit" button once you have finished entering your CE's.

Confirm Demographics >

Continuing Education Program Guidelines

I have read and understand the following:

- Continuing Education Program Guidelines
- FAQs

1 I certify that I reviewed the above guidelines\*:  
Select Attestation

< Previous Next

Finish Later Cancel Submit

2

# 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
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- 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".*