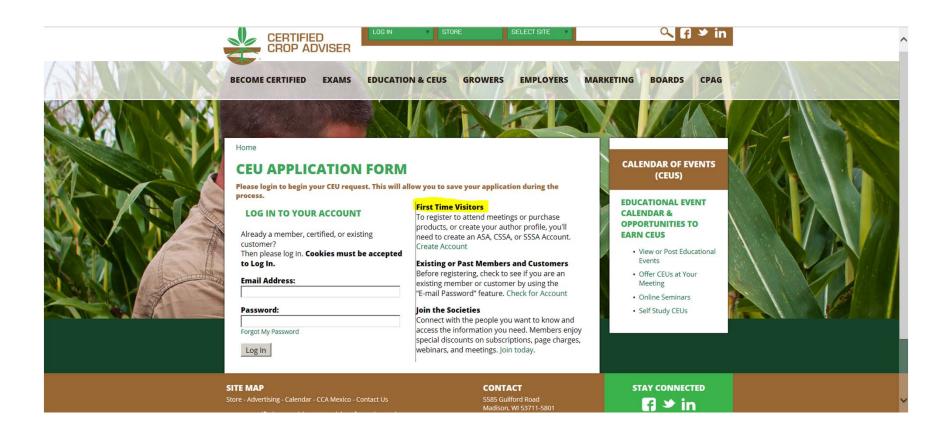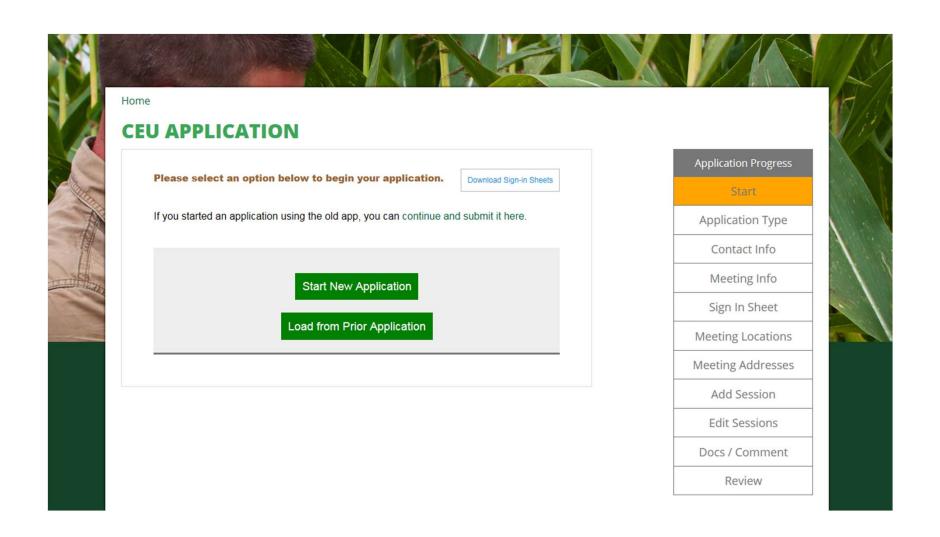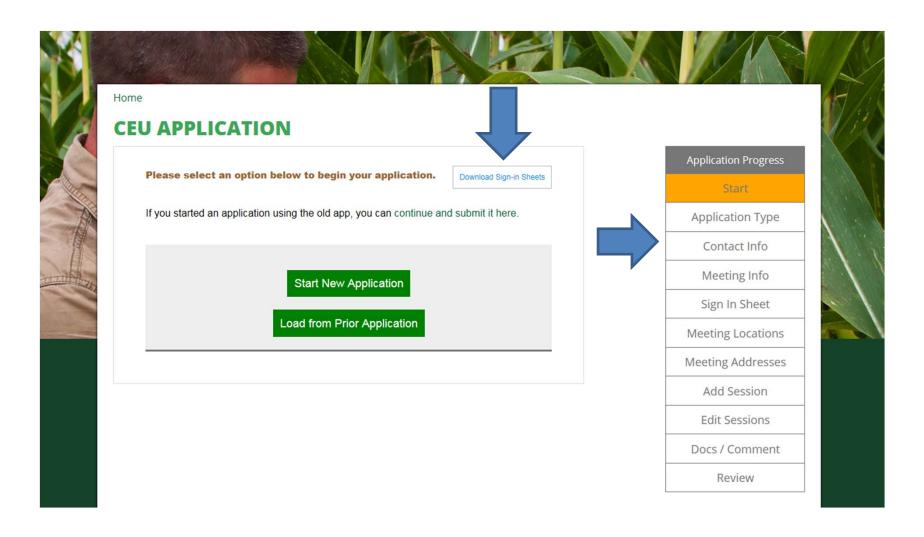# CEU Application Tutorial

To begin, click on NEW - online CEU Application Form. You will need to login or create a new account if you have not already done so.
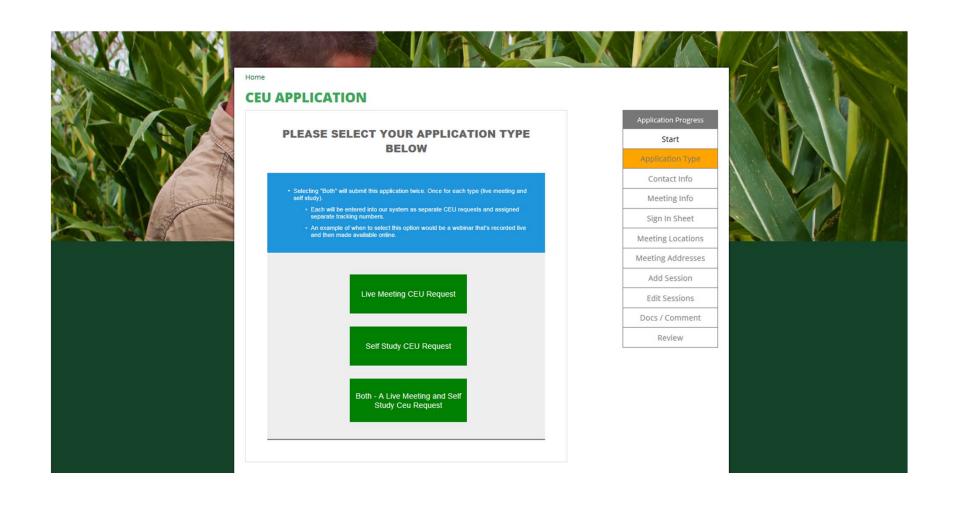
Once you have logged in, select Start New Application. If you have had a previously approved meeting with the exact content, select Load from Prior Application.
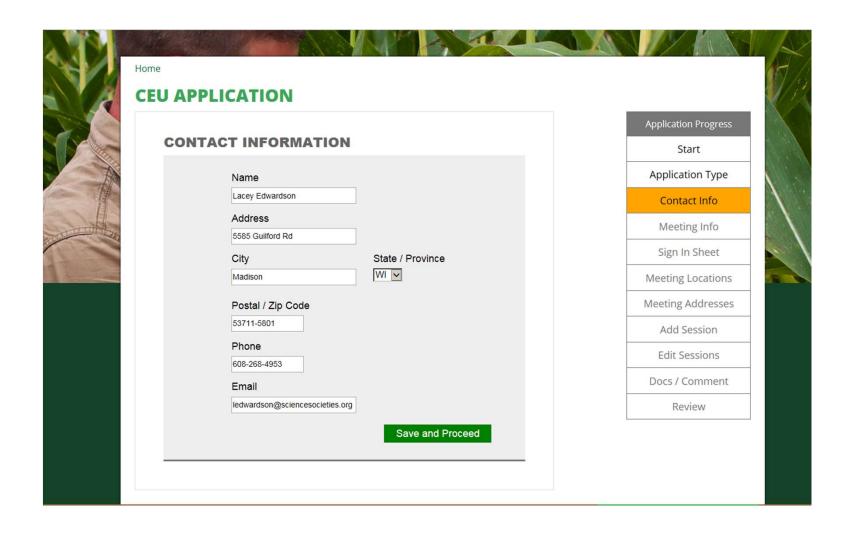
Please note that if at anytime while filling out the application you need to change the information that you have entered, you can use the navigation bar on the right hand side. Or if you have lost or miss placed your sign-in sheets from a previous meeting, click the Download Sign-In Sheets.
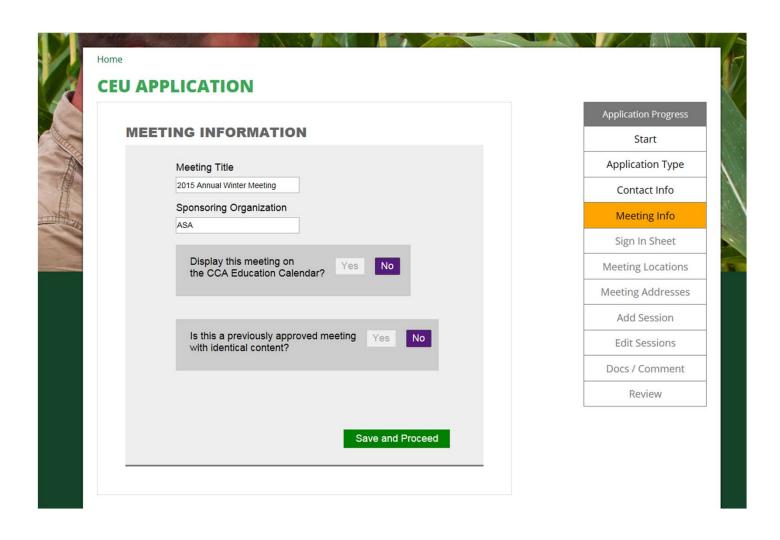
Select what type of meeting you are having. If you are conducting a live webinar but will also be posting it as a self study after the live event select Both.
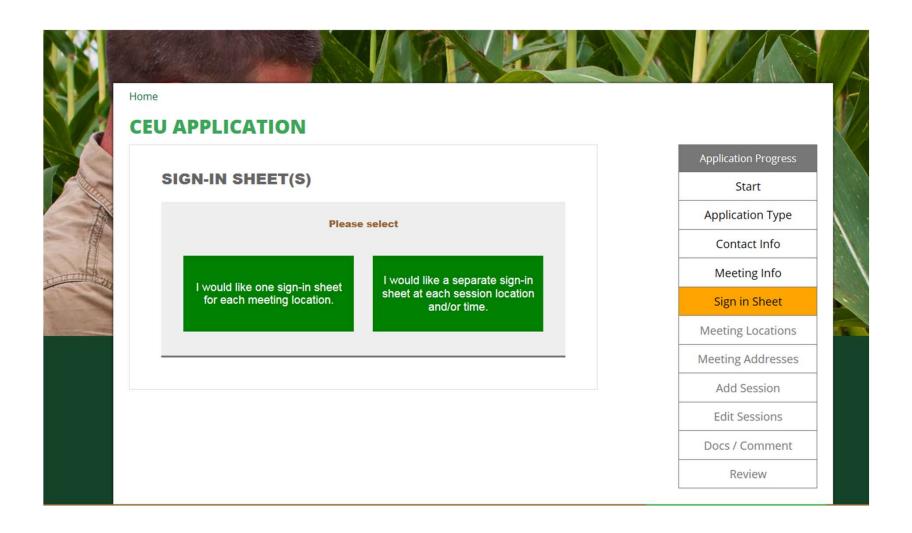
I have selected Live Meeting. Since you have logged into your account, your contact information will automatically be populated. If everything is correct click Save and Proceed.

Home

CEU APPLICATION

CONTACT INFORMATION

Name

Lacey Edwardson

Address

5585 Guilford Rd

City

Madison

State / Province

WI

Postal / Zip Code

53711-5801

Phone

608-268-4953

Email

ledwardson@sciencesocieties.org

Save and Proceed

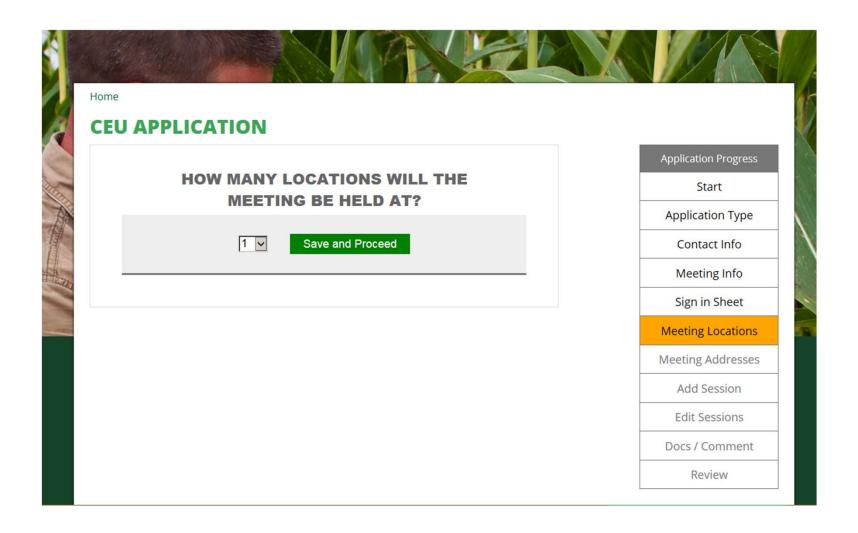| Application Progress |
| --- |
| Start |
| Application Type |
| Contact Info |
| Meeting Info |
| Sign In Sheet |
| Meeting Locations |
| Meeting Addresses |
| Add Session |
| Edit Sessions |
| Docs / Comment |
| Review |

Next, you will enter the meeting title and sponsoring organization. If your meeting is open to all certificants and you would like it to be displayed on our CCA Education Calendar, you will want to select Yes.

Home

CEU APPLICATION

MEETING INFORMATION

Meeting Title

2015 Annual Winter Meeting

Sponsoring Organization

ASA

Display this meeting on the CCA Education Calendar?   Yes   No

Is this a previously approved meeting with identical content?   Yes   No

Save and Proceed

Application Progress

Start

Application Type

Contact Info

Meeting Info

Sign In Sheet

Meeting Locations

Meeting Addresses
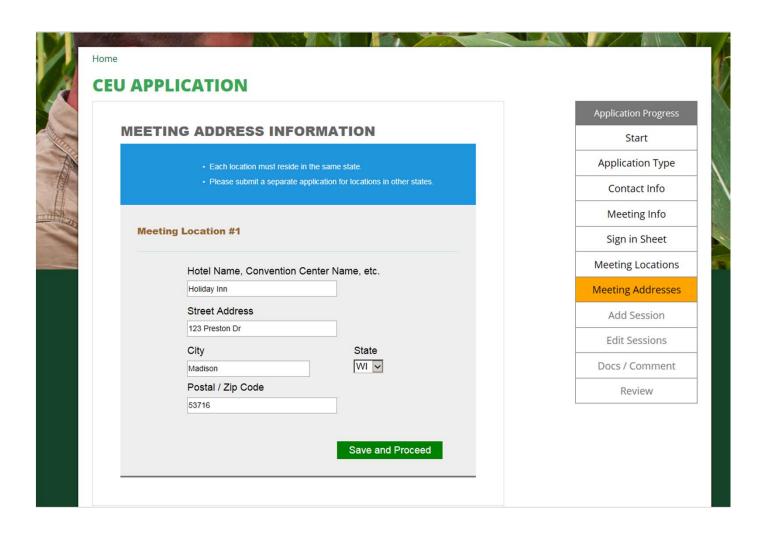
Add Session

Edit Sessions

Docs / Comment

Review

Now select how you would like your sign-in sheets. If you would like only one sign-in sheet for the entire meeting, select one sign-in sheet for each meeting location. If you are holding multiple sessions at your meeting and would like people to sign-in to each session, select separate sign-in sheets.
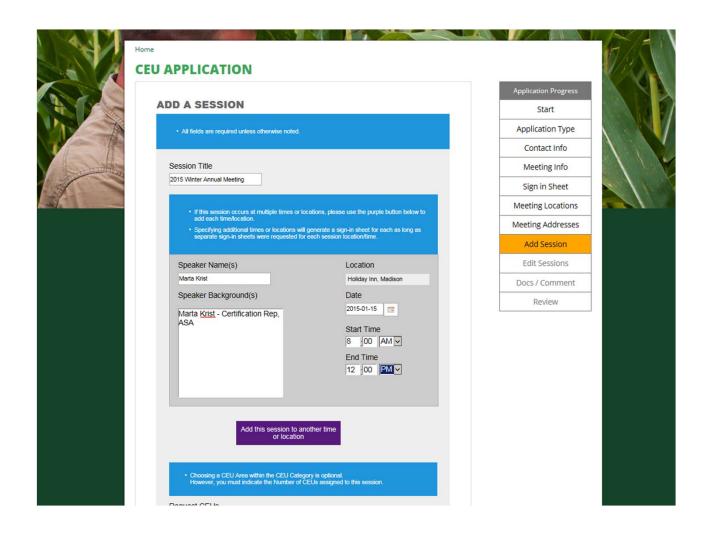
Typically meetings are held at the same location. However, if you have a meeting that will be taking place in separate cities, select the number of cities in which they will be held.
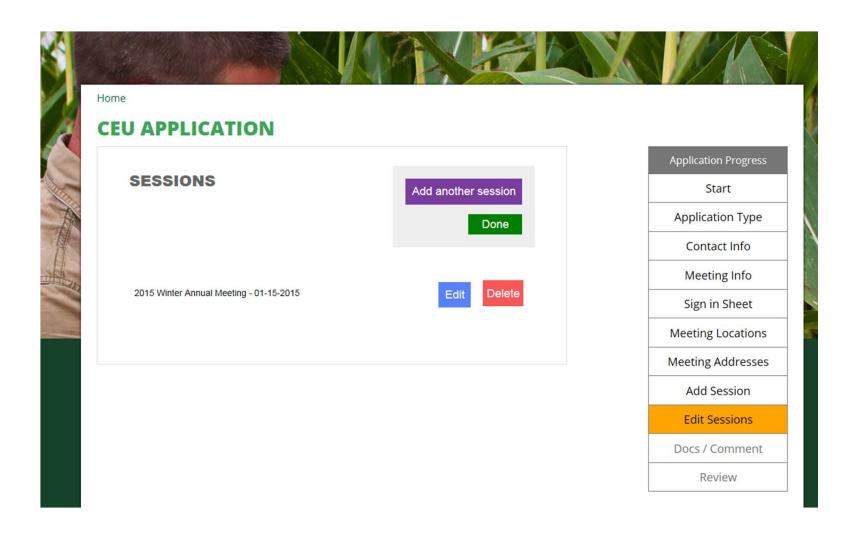
Enter your meeting address information.

CEU APPLICATION

MEETING ADDRESS INFORMATION

- Each location must reside in the same state.
- Please submit a separate application for locations in other states.

Meeting Location #1

Hotel Name, Convention Center Name, etc.

Holiday Inn

Street Address

123 Preston Dr

City

Madison

State

WI

Postal / Zip Code

53716

Save and Proceed

Application Progress

Start

Application Type

Contact Info

Meeting Info

Sign in Sheet

Meeting Locations

Meeting Addresses

Add Session

Edit Sessions

Docs / Comment

Review

You will now enter in the details of your meeting. If you are wanting only one sign-in sheet but have multiple speakers, you can enter them all into the speaker name section or you can put "Multiple Speakers" and list them all in the speaker background section.
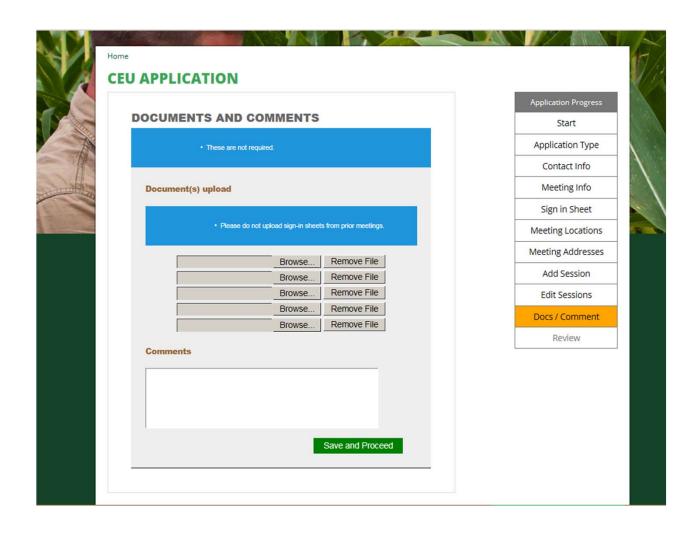
Scroll down and select the appropriate number of CEUs to be offered at your meeting. Please remember that 30 minutes equals .5 CEUs, and 1 hour equals 1 CEU. Enter your meeting summary.
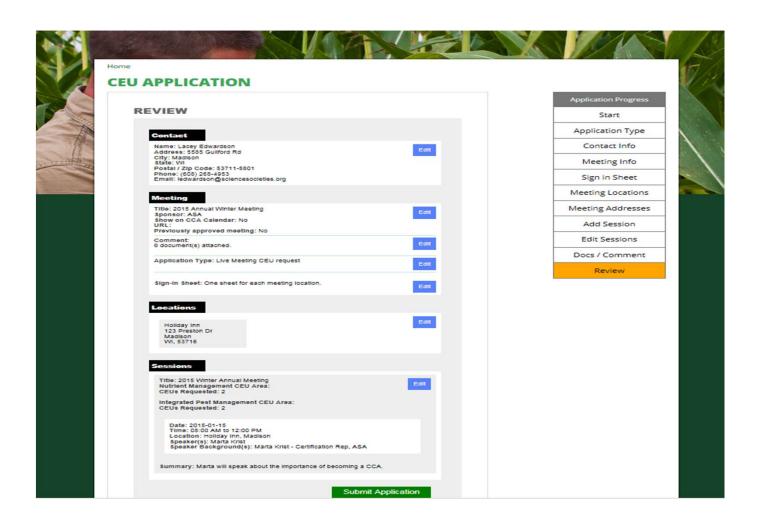
If you have entered all of your meeting information click Done. If you need to add another session click Add another session.
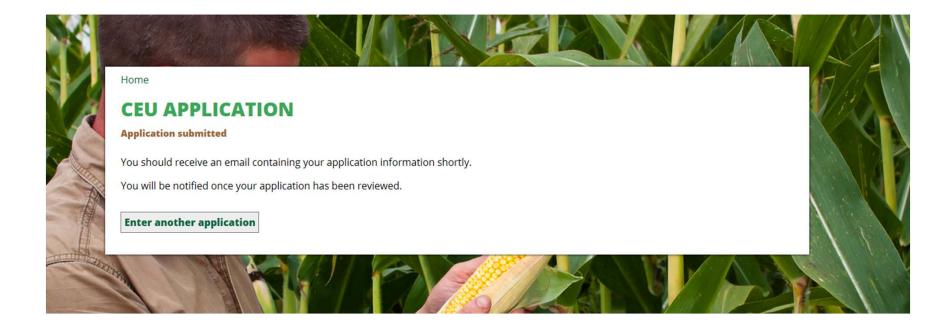
You may now attach your agenda or any other supporting documentation. Please do not attach sign-in sheets.

Review the information that you have entered. If you need to change anything click the edit button.

You have successfully submitted your CEU Application! You will receive an email confirming your submission.
Once your application has been approved you will receive another email with the meeting sign-in sheets.

Quick Tips

- If at any point while filling out the application you need to edit your information, you can use the navigation tool bar on the right hand side of the application.

- If your meeting does not have breakout sessions, you can request one sign-in sheet and the meeting can be entered as one session.

- If you meeting is being held over several days and do not have breakout sessions, enter each day as a separate session.