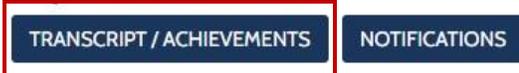


AAPPR automatically tracks continuing education credits for any AAPPR-sponsored events in the AAPPR Academy (with the exception of Roundtables). Learners may track continuing education credits earned through professional development activities sponsored by other organizations (including AAPPR affiliates) by following these steps to upload the information themselves.

1. Login to [AAPPR Academy](#).
2. Click on “**My Dashboard.**”
3. Click on “**Transcript/Achievements.**”



## My Dashboard



4. Click the “**Add Additional Credits/Experience**” button.
5. Enter the **Title** of the professional development activity and the **Date Earned**.
6. Be sure to click the “**Include on downloadable transcript**” box and fill in the fields as follows:
  - **Provider** – organization that sponsored the activity
  - **Number of Credits** – enter them in quarter-hour increments (ex. 1.25, 2.50, 3.00, etc.)
  - **Type of Credits** – enter “CE”
  - **Course ID** (optional)
  - **Specialty Type** (optional)
  - **Specialty Credits** (optional)
  - **Expiration Date** – N/A

## Add Credits

Title: \*

Date Earned: \*  

Include on downloaded transcript

Provider: \*

Number of Credits: \*

Type of Credits: \*

7. **REQUIRED** – Upload **Proof of Completion**. This can include a certificate of participation that indicates how many credits were awarded or an agenda from the event. Acceptable file types are .doc, .docx, .pdf, .gif, .jpg, .jpeg and .png.
8. Click “**Add.**” If you close the screen without clicking the add button, the activity will not be recorded.

The activity will now show up in your **Transcript** which is accessible from the **My Dashboard** section.