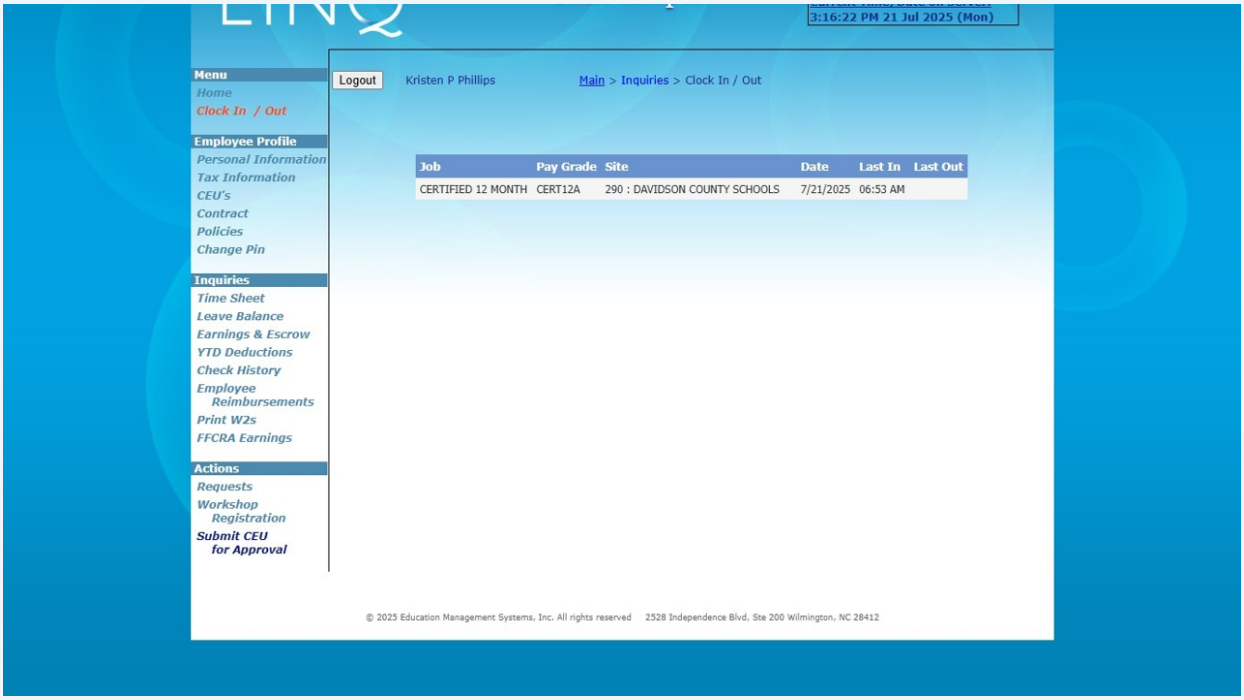
Submitting CEU for Approval Online

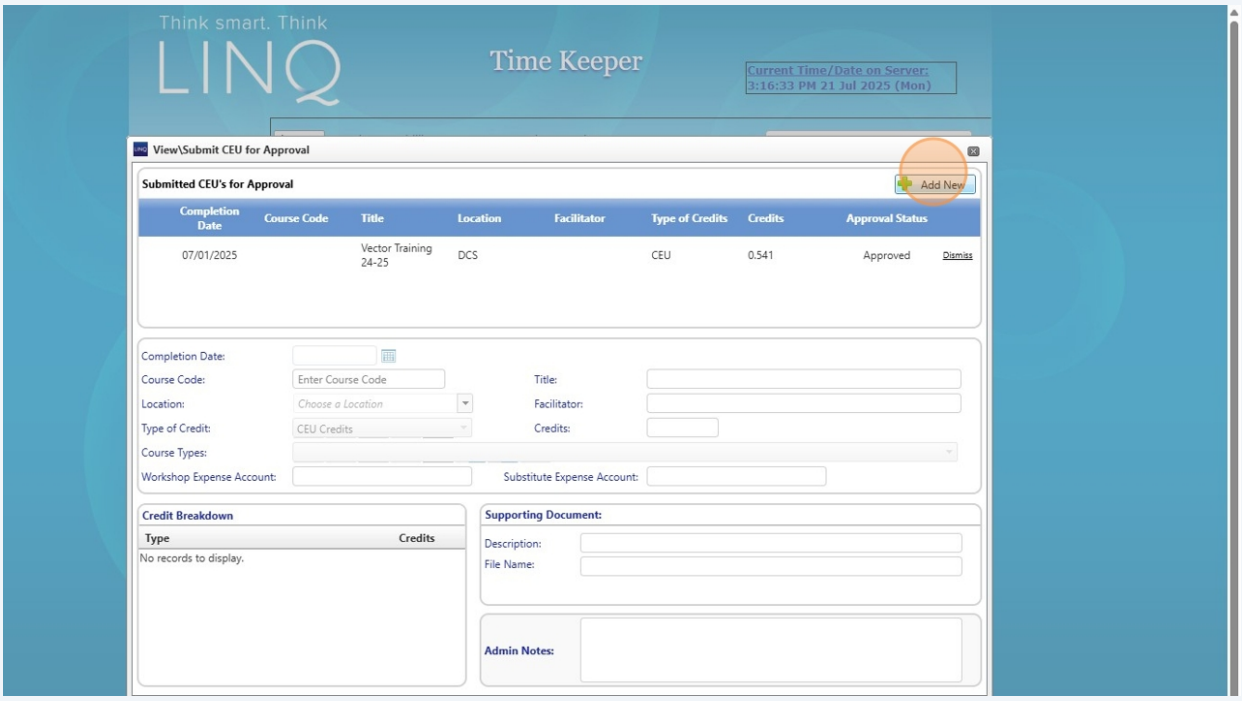
1 Navigate to [TimeKeeper]



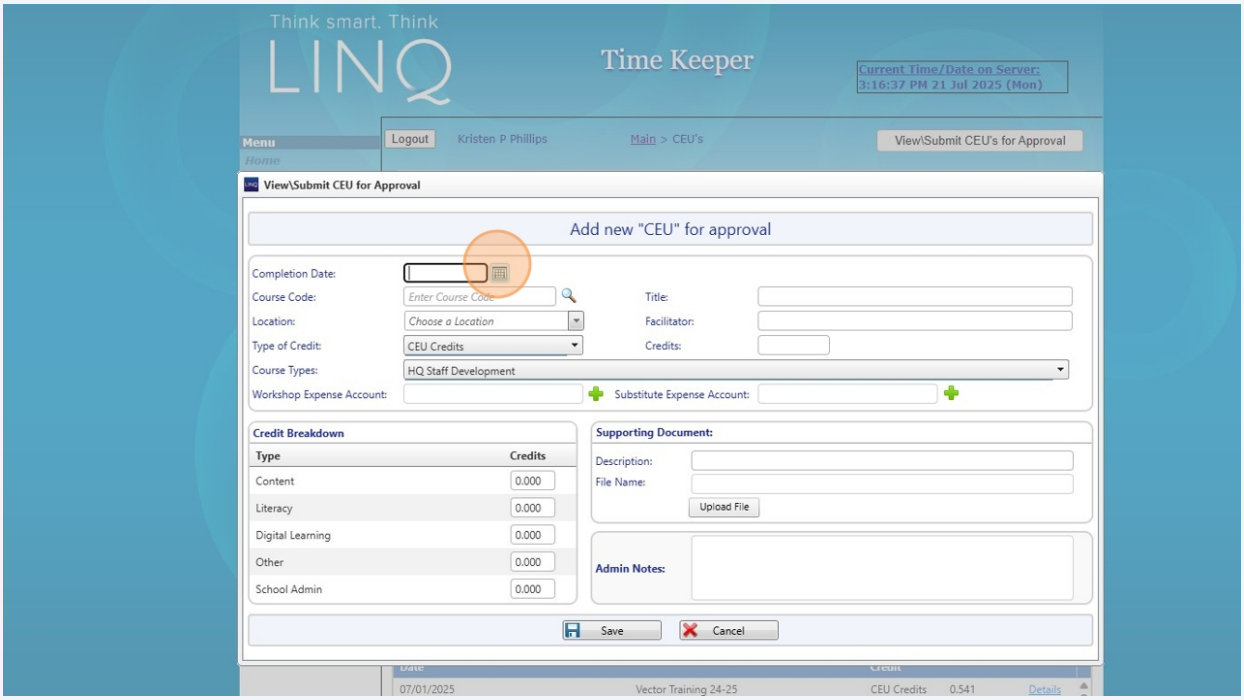
2 Click "Submit CEU for Approval"



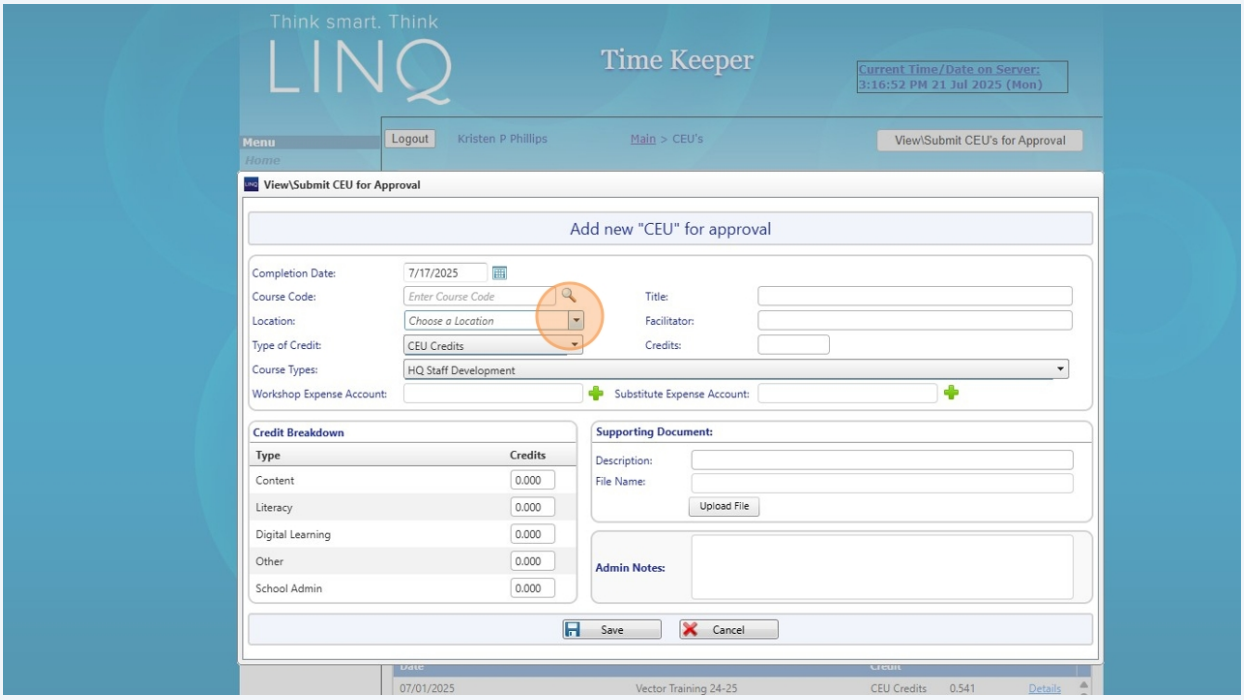
3 Click "Add New"



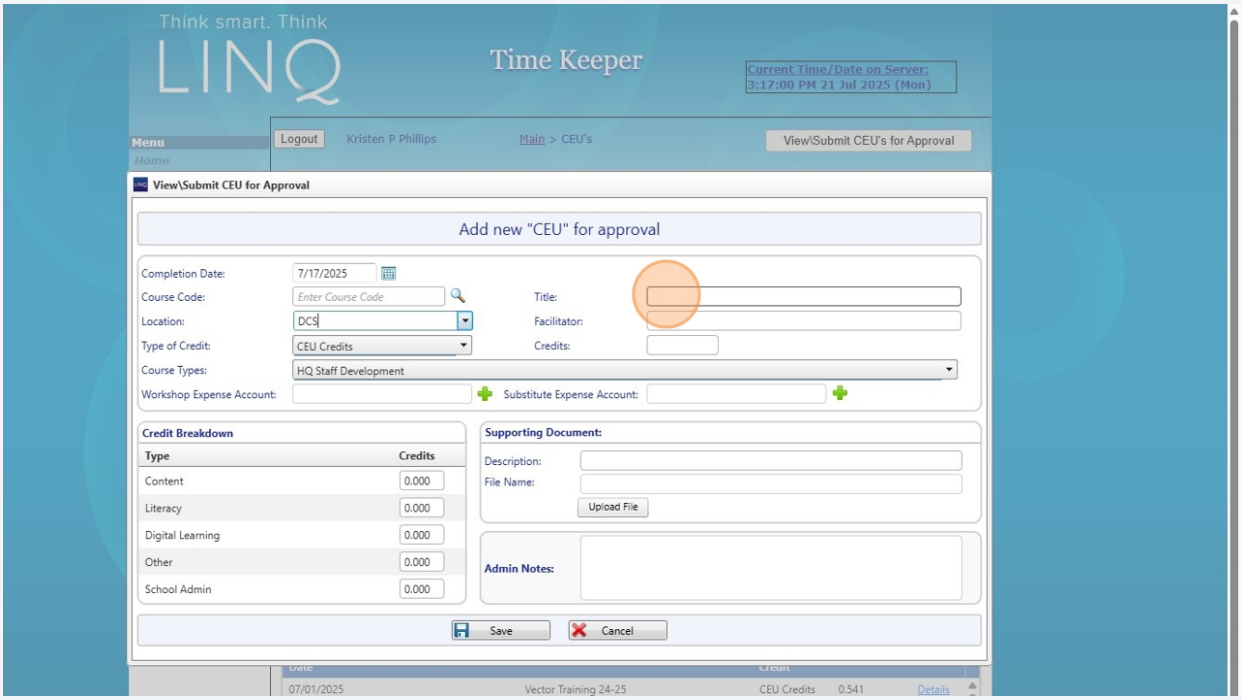
4 Insert Completion Date"



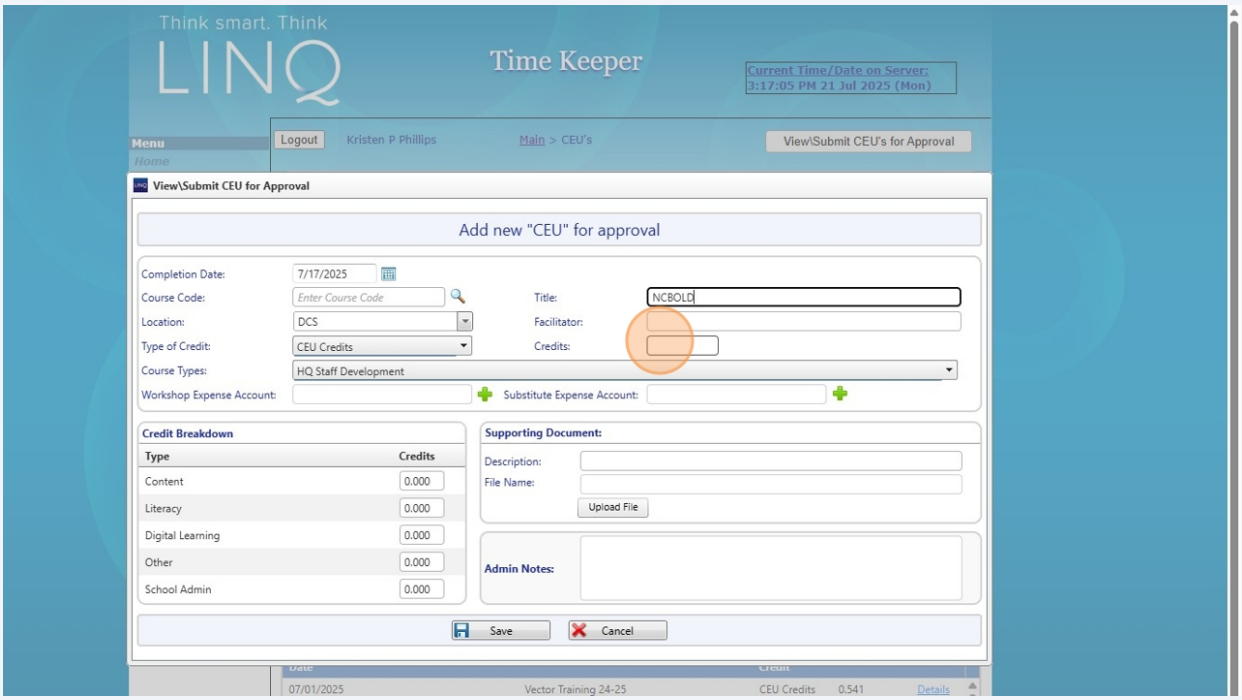
5 Select a Location



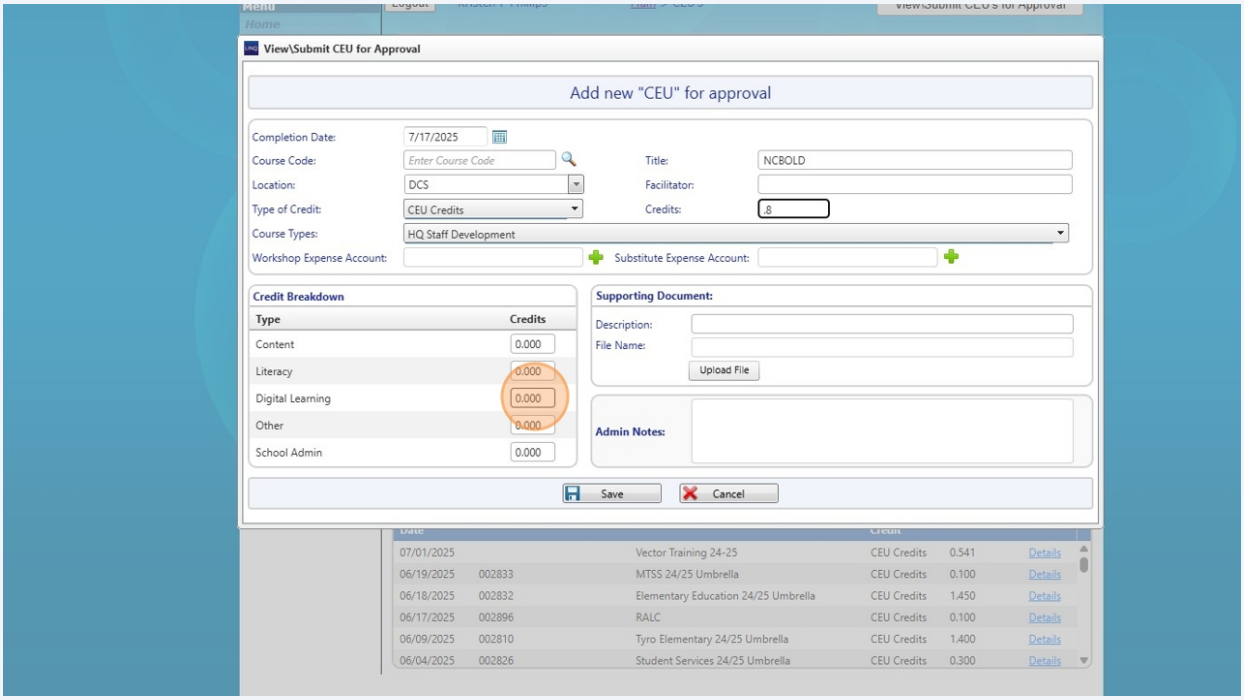
6 Enter Title



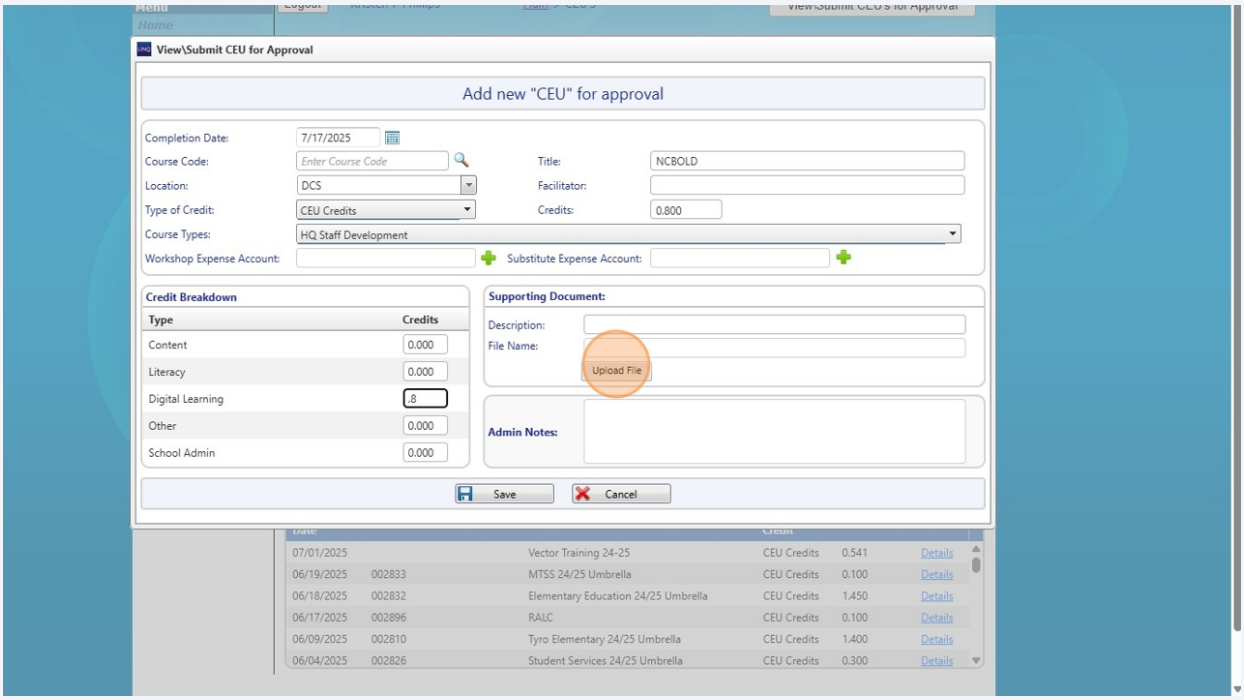
7 Enter Credits



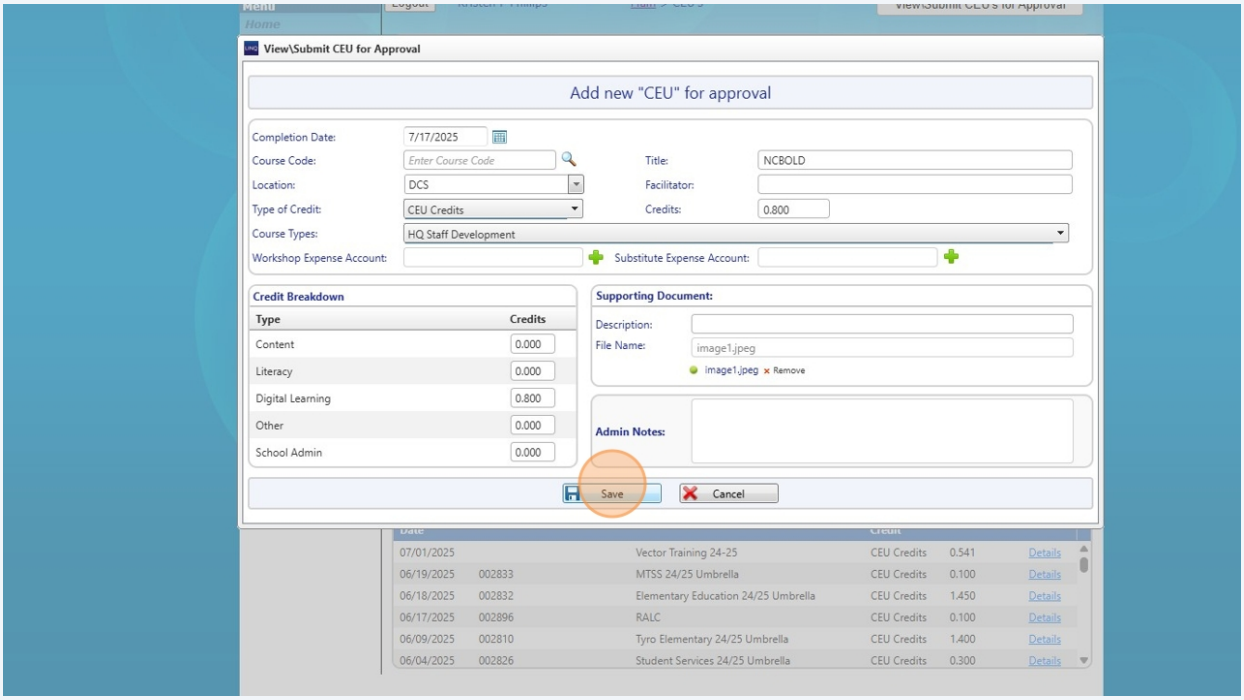
8 Complete Credit Breakdown



9 Click "Upload File" if you need to upload a certificate.



10 Click "Save"



11 To check status of CEU Request, open the View/Submit CEU for Approval. You will find your history located at the top of the screen.

