ONLINE CONTINUING EDUCATION INSTRUCTIONS

Now you can upload your continuing education class attendance roster online. You can now add attendees and apply contact hours automatically for your continuing education course(s). Dates, times and locations of courses may also be recorded online. Please record this information 60-days prior to class.

LOGIN INSTRUCTIONS:

1. Go to www.ncbeec.org.
2. Select "CE Sponsor Entries" on the homepage; this will be a blue link listed under 'Continuing Education'.
3. You'll be redirected to the login page.
4. Add Password and ID and select Login.
   a. User ID and password can be found on your course approval letter.
   b. You may also retrieve your user ID and/or password by clicking "Forgot Password" and "Forgot User ID".
5. Once logged in, you will see your CE sponsor name listed at the top of your member page.

ADDING A NEW COURSE / NEW INSTRUCTOR:

1. Login to your member page (see Login Instructions).
2. Click "CE Sponsor" located at the top of your member page.
3. Select "Add CE Course" or "Add CE Instructor".
4. Enter the information requested.
5. Your request will be sent to the Board for approval.

ADDING /EDITING CLASSES:

1. Login to your member page (see Login Instructions).
2. Click "CE Sponsor" located at the top of your member page.
3. Select "View Courses – Add Classes" from the drop-down menu.
4. Find the appropriate course and click "Classes".
5. Select "Add Class" to add a new class.
6. Select "Edit" or "Attendees" next to existing classes to view/edit class details or view attendees.
7. You can also review entries under "Find a Continuing Education Course/Provider" on the Boards' homepage www.ncbeec.org.

UPLOADING CLASS ATTENDANCE

You will need the following items:

- Class Information (class name, date/time, contact hours, etc.).
- Student Information:
    - Student's full name
    - Student's last 4 of SSN
    - Student's license number (if applicable)

Instructions:

1. Select "CE Sponsor" at the top of your member page.
2. Select "Record CE Credits – Add Class Attendee" from the drop-down menu.
3. Find the course and click "Select".
4. Enter the Course Date.
    a. Date must be entered in the following format: MM/DD/YYYY (ex: 10/01/2019).
    b. Class must be added to the course in order to input class attendance. To add a new class to a course, see "Adding/Editing Classes".
5. Class associated with the date entered will appear. Click the check box next to class to select.
6. Enter student information
7. Click "Search for Attendee" to add the student to the attendance list.
c. NOTE: By clicking "Search for Attendee", the student will be automatically added to the attendance list.
8. The attendees you've added will be displayed on the left of the screen.
9. You may also review recently added attendees by clicking "CE Sponsor" – "View Recently Added Class Attendance".

If you have any questions about the use of our Continuing Education Online Service, please contact:

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