## Appendix C: Submitting and Tracking Continuing Education Credits

This guide will assist you in searching for and submitting information about your completion of continuing education programs. For questions about available CE programs and the CE submission process, please reach out to ce@studentaffairscertification.org.

Step 1: Login to your Prolydian account online.

- On your "Dashboard," find your certification credential for which you are wanting to apply your continuing education credits.[1] Beneath that credential, click "Submit Cont Ed." (You can also find this by clicking on "Credentials" and "My Certifications.")
- This will open a screen that says "Continuing Education Activity" and "Request for Continuing Education Units."

---
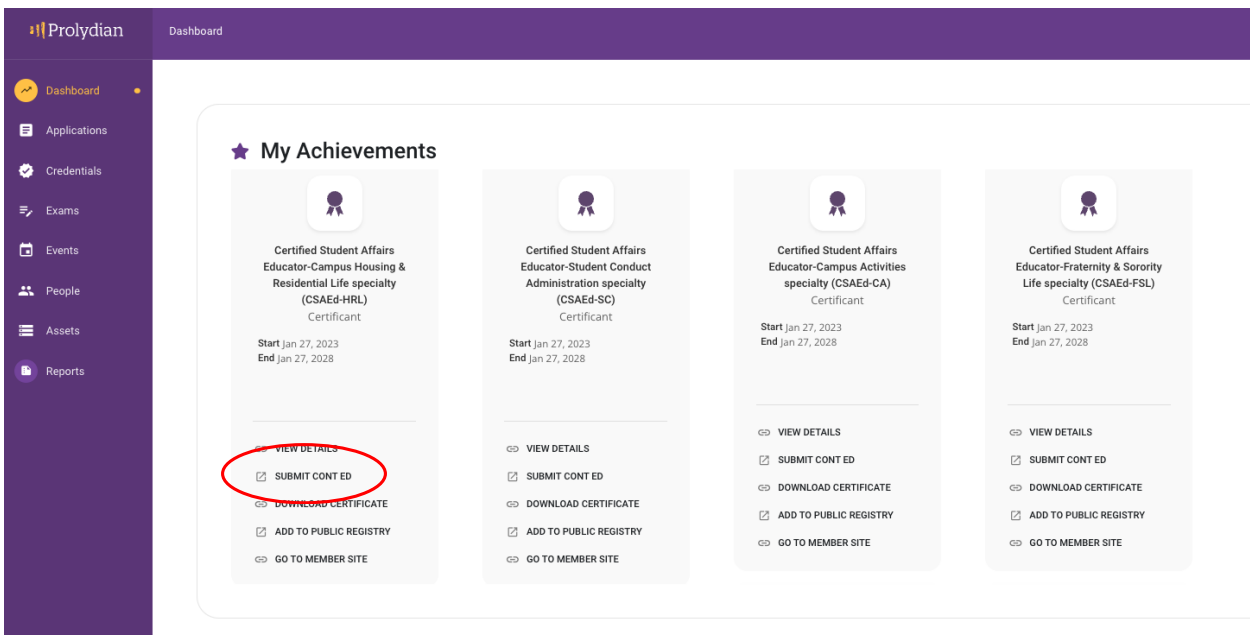
[1] If you attended a program where you received credits that apply toward more than one certification, you will need to complete this process an additional time for each certification the credits apply to.

Step 2:   **Find your approved CE program**
- Enter the date (or one of the dates) that your continuing education program took place on.
- Make sure the button for **"I have a Preapproval Code (or want to look one up)"** is selected. (If you select "I want to enter the details of the activity" your submission will automatically be denied upon submission.)
- If you have a Preapproval Code (from the CE provider) you may enter it in the box to search. If you do not know the Preapproval Code, leave that field blank and click **"Advanced Search."**

Advanced search will bring up a list of pre-approved CE programs that match the date you entered. **Find the program you completed and click on it.** (If you cannot find the program you are looking for, reach out to the CE provider or contact us at ce@studentaffairscertification.org).

Select Preapproved Activity

CODE	CATEGORY	TITLE	PROVIDER	TRAINER	UNITS (MAX)	STARTED ON	ENDED ON	
CSAEd-8	Core	2023 NASPA Annual Conference (Boston)	NASPA	Teri Gillmor	11	April 01, 2023	April 05, 2023	●

The NASPA Annual Conference is the premier student affairs professional development event. The place-based 2023 NASPA Annual Conference will take place in Boston, Massachusetts.

| CSAEd-9 | Core | 2023 NASPA Annual Conference (Virtual Experience) | NASPA | Teri Gillmor | 16 | April 01, 2023 | April 05, 2023 | ● |

The NASPA Annual Conference is the premier student affairs professional development event. The 2023 NASPA Annual Conference features a virtual option called the NASPA Virtual Experience.

| CSAEd-10 | Social Justice and Inclusion (SJI) | 2023 NASPA Annual Conference (Virtual Experience) | NASPA | Teri Gillmor | 8 | April 01, 2023 | April 05, 2023 | ● |

The NASPA Annual Conference is the premier student affairs professional development event. The 2023 NASPA Annual Conference features a virtual option called the NASPA Virtual Experience.

Cancel

Note: for programs applicable to the CSAEd certification, programs will be listed separately for the Core category CE credits and the Social Justice & Inclusion (SJI) category CE credits.

Step 3: **Enter your completion details**
- The information for the program you selected will automatically fill in for your CE submission. You will need to enter the number of credits you actually completed in that category in the "Activity Units" field. (This will auto-populate to the *maximum* number of credits of that category that you could have earned for this program. Please ensure you enter the number of credits you *actually* completed.)
- You will need to upload documentation with evidence that you completed this program and your listed number of credits. (The CE provider must provide you with documentation of completion.) Click "Choose files" under Documentation to upload your proof of completion. You will need to select a PDG, JPEG, or PNG file to upload.
- Once you have uploaded your Documentation, scroll down and click the purple "Submit" button. You will receive a pop-up message that your submission has been received.

Social Justice and Inclusion (SJI) • 0 / 8 credits   0%

Start date of activity

04/01/2023

○ I have a Preapproval Code (or want to look one up)
○ I want to enter the details of the activity

Preapproval selection

2023 NASPA Annual Conference (Boston)

CSAEd-8

[Change Preapproval Code] [Remove]

Activity units

| 11 | Hour(s) |

Input the actual number of units based on *your* participation.
Maximum allowed for this preapproval is 11

Your activity units will be automatically converted to **11 CECs**
(Note: Estimate only. This number may be lowered upon approval based on per-year or per-cycle maximums for this activity type)

Documentation

[Choose files]

No records found

Some CE programs will contain credits that count in multiple categories. For example, a large conference may contain credits in the Core category, the Social Justice & Inclusion category, and in one or more of the specialty categories. Within the Prolydian platform, the program will be listed separately in each of the categories for which it offers credit. A certificant who attended the conference would need to submit their completion separately for each category of CE offered.

As a reminder, a single credit cannot be applied toward a certificant's requirements in more than one category. For example, if a 1.0 credit session was approved for both Social Justice & Inclusion credit *and* Housing & Residential Life specialty credit, you would need to choose which category towards which you'd like to apply your completion of that credit. (You cannot "double-dip" and receive credit for two categories for a 1.0 credit program.)

STUDENT AFFAIRS
EDUCATOR CERTIFICATION

Tracking Continuing Education Credits in Prolydian

For each certification you hold, under "view details," you will see a certification dashboard that tracks your CE credit completion. This view includes how many credits you've completed so far with an indicator of how many more CE credits you need to complete before your recertification date to maintain your credential.

Below the dashboard is a listing of "My earned CE," which should list your completed CE credits. If you do not see your submitted continuing education credits reflected in this dashboard, please reach out to ce@studentaffairscertification.org.

Certification Dashboard

My certifications

< Certificants list

| Certified Student Affairs Educator (CSAEd) | Go to member site |
| 01/27/2023 - 01/27/2028 | |

Apply for CEC Credits   Renewal available until Invalid date   View certificate

Renewal progress
4 OUT OF 50 CREDITS (OVERALL)   01/27/2028

46.00 more CECs for renewal

^ Categories	8%
Core • 0 / 42 credits	0%
Social Justice and Inclusion (SJI) • 4 / 8 credits	50%

My earned CE

1 Record found

Items per page 15 ⌄   Sort by ⌄

CATEGORY	ACTIVITY	TITLE	DESCRIPTION	COMPLETED ON	EARNED	
Social Justice and Inclusion (SJI)	SJI Conference or Institute	2023 NASPA Annual Conference (Virtual Experience)	SJI Conference or Institute	April 01, 2023	4	ⓘ

STUDENT AFFAIRS
EDUCATOR CERTIFICATION