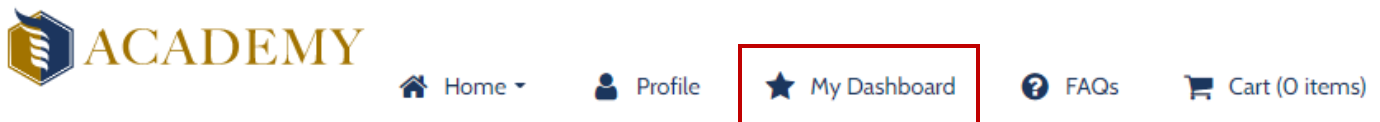


AAPPR automatically tracks continuing education credits for any AAPPR-sponsored events in the AAPPR Academy (with the exception of Roundtables). Learners may track continuing education credits earned through professional development activities sponsored by other organizations (including AAPPR affiliates)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

1. Login to [AAPPR Academy](#).
2. Click on “My Dashboard.”
3. Click on “Fulfillments.”



My Dashboard

TRANSCRIPT / ACHIEVEMENTS

NOTIFICATIONS

CERTIFICATIONS

FULFILLMENTS

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** - List the expiration date of credits you received. If there is no expiration date, please enter a date that is three years from the date the event was held.

Add Credits

Title: *

Date Earned: *

Include on downloaded transcript

Provider: *

Number of Credits: *

Type of Credits: *

7. If you have earned an AAPPR certification and would like to apply the credits towards your certification renewal, do the following:

- Click the “**Apply towards certification**” box.
- In the **Certification** field choose the certification from the drop-down menu.
- In the **Fulfill Product** field, choose “Elective” from the drop-down menu.

8. **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.

9. **Click “Add.”** If you close the screen without clicking the add button, the activity will not be recorded.

Add Credits

Expiration Date:

Apply towards certification

Certification: *
CERTIFIED PHYSICIAN/PROVIDER RECRUITMENT PROFESSIONAL (CPRP) EDUCATION AND CERTIFICATION PROGRAM

Fulfill Product: *
ELECTIVE

Proof of Completion:

Drop file (or click) here to upload a new file.
Maximum file size is 100 MB.

Accepted file extensions: .doc, .docx, .pdf, .gif, .jpg, .jpeg, .png
Only one file at a time can be uploaded

ADD **CLOSE**

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