CEU Portal Login Instructions for Candidates

If you attended a BPI pre-approved class, please be aware that it can take up to two (2) weeks for the CEUs to show in your portal. If, after two weeks, a class is still not showing in your Candidate Portal, please contact the CEU provider directly. Proof of attendance must be submitted for pre-approved classes by the CEU provider. The candidate is responsible for all CEU submissions.

Login to the CEU Portal one of two ways:

1. Login to your Candidate Portal via www.bpi.org
   a. On the left hand side of your screen, select CEU Portal
   b. If prompted, enter your BPI ID & password (this is the same information you used to login to your Candidate Portal), OR
2. Login directly to the CEU Portal via www.bpi.org by selecting Testing and CEU Portal from the Login dropdown box at the top of the screen

Once logged in, you will be able to select the following choices from the left-hand menu:

- **Active Certifications Summary** to view your active BPI Certifications and their expiration dates
- **Detailed Report** to see a detailed overview of CEUs you have submitted
- **Add Continuing Education Units/Credits (CEUs)** to submit CEU’s for approval
- **CEU Policy** to view the current CEU Policy
- **Search Opportunities for CEUs** to find classes for CEU credit that may be offered in your area

Select **Add Continuing Education Units/Credits (CEUs)** from the left side menu and follow prompts to fill out all fields. After uploading proof of completion and agreeing to terms and conditions, click submit.

A green status bar at the top of the page will confirm that your CEU entry has been submitted. You will also see a Status field on the right hand side of the screen that states whether or not your CEUs were approved.

To go back to the main menu, select the **Active Certifications Summary** link. This will show how many CEUs you have accumulated in the upper right corner.

For any questions or concerns, please email BPI at CEUs@bpi.org or call toll free at 1-877-274-1274, ext 281 or 282.