CEU Login Instructions for Providers

Any organization wishing to submit courses for CEU approval may do so by following the instructions below. Once approved, you will be able to provide the dates of your classes to be listed in the searchable CEU Portal database. You will also be able to enter the names of candidates that should receive credit for attending your class through the CEU Portal.

Login to the CEU Portal one of two ways:

1. Login directly to the CEU Provider Portal via www.bpi.org by selecting Testing and CEU Portal from the Login dropdown box at the top of the screen, and then choosing CEU Provider Portal OR
2. Active BPI Test Centers may also login via their Test Center Account
   a. On the left hand side of your screen, select CEU Portal
   b. If prompted, enter your account’s BPI ID & password (this is the same information you used to login to your Test Center Portal)

If you are new to BPI, you will first need to register for an account.

3. On the CEU Provider Login screen, scroll to the bottom and Select the Register link
4. Enter all required information as denoted by an asterisk (*)
5. Select Register

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

- Courses to add or view training courses
- Classes to add or view existing classes
- Payment Summary to view payment history
- CEU Policy to view the current CEU Policy

Submit a Course to BPI for Approval

1. Select Courses from the left side menu
2. Select the Click here to create a new course link under the Incomplete heading. Follow prompts to fill out all fields. (If submitting courses for a conference and you are using the import feature, please make sure your uploading the correct format. There is an example of the format of information that is required to be able to import multiple courses on the Create Course>Import Technical Conference Classes page. After agreeing to terms and conditions, click Submit.

   ***If you would like your courses to appear on the BPI website, please make sure that you are checking the Public (Searchable by candidates) box***

A green status bar at the top of the page will confirm that your course entry has been submitted.

3. To add more courses, select the Create New Course link under the green status bar, OR
4. To submit & pay for your course(s), select the Submit Courses for Approval link
5. Check off the courses you wish to submit at that time and select Continue
6. Review your courses and make payment by selecting Checkout

You will then be brought directly to a PayPal site. If you have a PayPal account, you may choose to use it; or you may login as a guest to pay by debit or credit card. If at any time you would like to leave the site without paying, select the Cancel and return to Building Performance Institute, Inc. link at the bottom of the page.

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Courses will now appear in the **Submitted** area. Once your course has been approved by BPI, it will move to the **Approved** area, where you will then be able to add classes.

**Add Upcoming Classes**

*Please check your portal on a regular basis for course approval. Once your course has been approved, be sure to add any upcoming class dates to your portal; even if those classes are not open to the public. Please be aware that you will **NOT** be able to enter candidate information to any class(es) that has been added to your portal more than two weeks after the last day that class has occurred.*

1. Select **Classes** from the left side menu
2. Select the **Click here to create a new class** link under the **Upcoming** heading. Follow prompts to fill out all fields. After agreeing to terms and conditions, click **Create**.
   
   *If your course is public, it will now be searchable by the public on BPI’s website as well as by candidates searching through their portal.*

   **ONLINE COURSES:** You do not need to create classes for online courses. Once an online course is approved you will be able to go in and be able to select the “Manage Attendees” button to add attendees for the life of the course. (2 years)**

**Add Candidates to Classes that have Occurred**

*You cannot add candidates to your class(es) until AFTER they have already occurred. This includes any class that can be viewed in the Upcoming area under Classes Summary. Keep in mind that a candidate can only receive credit for a class if they are already BPI certified.*

1. Select **Classes** from the left side menu
2. On the right side of the screen where it says **Add Class Attendees**, select **Click here** to view the classes that require adding attendees.
3. Find the class that you would like to add participants to and select the name.
4. Attendees can be added to a class by either:
   a. Looking for a candidate using the **Search** fields and then selecting **Add**, OR
   b. **Importing** a CSV file
      i. Click on the **sample.csv** to see the format that you will need to use
      ii. **You must include the BPI ID of the candidate**
      iii. If the name is spelled incorrectly, but the BPI ID is correct, credit will still be submitted
5. If a candidate is not approved, the system will give an explanation in the **Notes** section at the bottom.
6. If you need to remove a candidate, simply check off the name, and select the **Remove** button.
   
   When you have completed adding candidates to a class, select the **Close** button in the upper right corner of the screen. **Please note that you will not be able to remove a candidate from the roster after you close out a class. Candidates will NOT receive CEU credit for a class until you close it out.**
7. **Click OK**
   a. You may re-open any class to add more candidates for a period of two (2) weeks by selecting the **Re-Open** button

For any questions or concerns, please email BPI at **CEUs@bpi.org** or call toll free at 1-877-274-1274, ext 292.