

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 to show in your portal. If, after that two (2) week timeframe, 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 Account](#) via www.bpi.org/pros
 - 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 Account), OR
2. Login directly to the CEU Portal via www.bpi.org/pros by selecting **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 through the CEU Portal
 - **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
1. Select **Add Continuing Education Units/Credits (CEUs)** from the left side menu
 2. Select the **Add CEUs** button
 3. Enter the:
 - a. **Training Title** (Name of the class you attended)
 - b. **Training Company** (Name of the organization presenting the class)
 - c. **Training Start Date** (if your class was only one day, enter it in the **Last Date of Training** field)
 - d. **Training Type** (See definitions below each selection or refer to the CEU Policy for the type that best fits)
 4. Select **Continue**
 5. If you selected any of the following **Training Types**, you will be prompted to select a **Training Category** (It's important to select the correct training category as random quality assurance audits are implemented and BPI reserves the right to change the category based on findings during audit which could result in a change in number of CEUs)
 - a. **Classroom Training**
 - b. **Online Training**
 - c. **Trainer**
 - d. **Reading Articles**
 - e. **Live Presentations**
 6. Select **Training Category** based on the course outline that best fits your training (See definitions below each selection or refer to the CEU Policy for the type that best fits)
 7. Enter the **Length of training (hours)**
 8. Upload proof of completion in the **Proofs / Documentation** area by selecting **+ Add files...**

9. When your file upload is complete, you will see the word **Done.** next to the **+ Add files...** button
10. Select **Continue**
11. If you selected any of the remaining **Training Types**, you will be prompted for proof of completion
 - a. **Technical Conference Class**
 - b. **Webinar**
 - c. **Participation on BPI committees**
 - d. **Author of Related Published Book**
 - e. **Write a Related Educational Article**
12. Enter the **Length of training (hours)**
13. Upload proof of completion in the **Proofs / Documentation** area by selecting **+ Add files...**
14. When your file upload is complete, you will see the word **Done.** next to the **+ Add files...** button
15. Select **Continue**
16. Read through the **Terms and Conditions**
17. Select the **I agree with the terms and conditions** check box
18. Select the **I agree that any self-reported CEUs are subject to BPI audit. BPI has the right, at its discretion, to suspend or revoke a candidate's BPI Certification(s), if any falsification is suspected or found during a BPI audit.** check box
19. Select **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.

20. To add more CEUs, select the **Add Continuing Education Units/Credits (CEUs)** link under the green status bar
21. To go back to the main menu, select the **Active Certifications Summary** link
 - a. This will show how many CEUs you have accumulated in the upper right corner

If, for any reason, you do not complete an entry for CEU credit, you may continue at any time by selecting **Add Continuing Education Units/Credits (CEUs)**, scrolling down to the **CEUs Not Submitted** section and then choosing **Continue** of the entry you would like to finish.

For any questions or concerns, please email BPI at CEUs@bpi.org or

call toll free at 1-877-274-1274, ext 292