NAVIGATION GUIDE FOR COMPLETING A CONTINUING EDUCATION AUDIT.

Step 1) To begin you will navigate to eLicense by clicking on the link below.

Step 2) Enter your email and password JUST AS YOU DID WHEN YOU RENEWED YOUR LICENSE. If you do not know your email or your password, click Forgot.

Step 3) After entering your email and password correctly you will then be navigated to your “Dash Board” which is a page that displays your license(s). Depending which license is being audited, this is where you will find the option to complete your audit. Click on options next to the license which is being audited. There you will see the option “CONTINUING EDUCATION AUDIT”, if you do not see the words “CONTINUING EDUCATION AUDIT” then you have clicked options next to the wrong license. If You discover an audit for each of your license you may complete just one.
Step 4) After clicking on “CONTINUING EDUCATION AUDIT” from the options button within your license, you will then be directed to the inputting / uploading stage of your audit. Here you will enter each of your certificate titles / course one at a time, along with the date of the course. After entering the certificate title and date you will then upload the certificate for that title. You will complete each entry one at a time by clicking submit for each certificate title.

Step 5) Click ADD A COURSE TO UPLOAD THE NEXT CERTIFICATE. After uploading and recording all of your certificates for the 2017-2018 compliance period, click FINISH to complete your portion of the audit. The board will not receive your audit, if the FINISH button is not clicked.