

Add A New Continuing Education Activity for a License

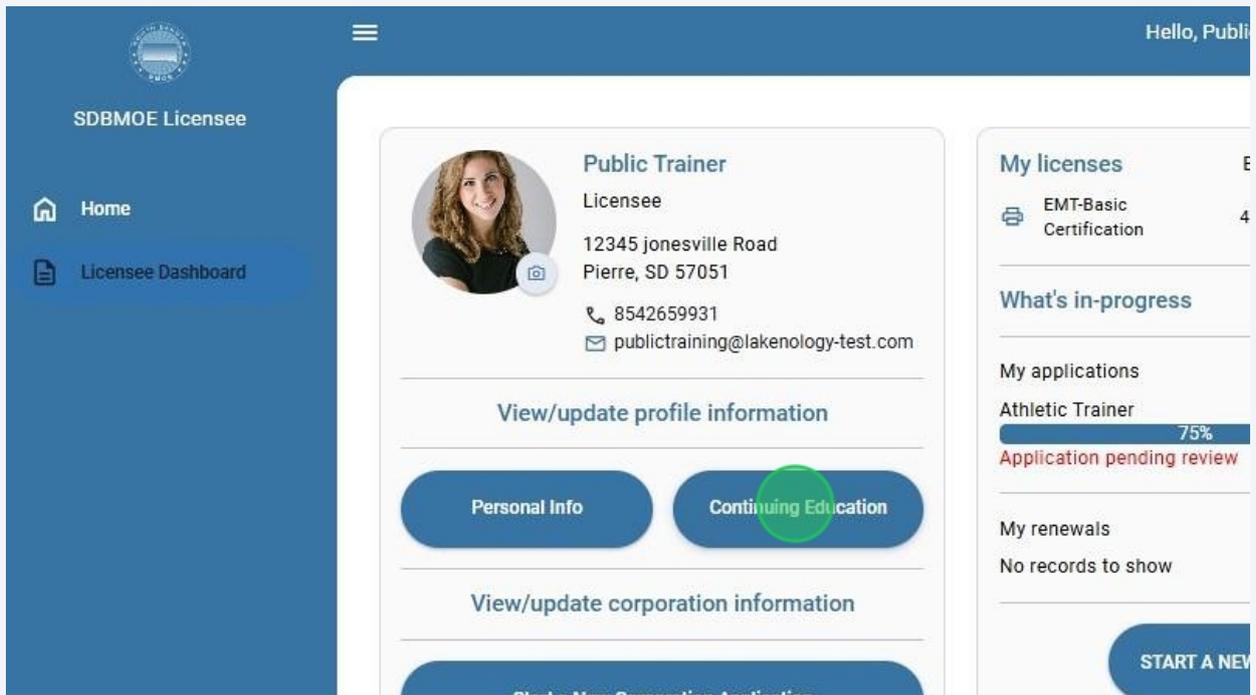
This How-To-Guide is intended for all licensees that are required to maintain and document Continuing Education credit for their profession. You must have a MySD login account to enter your CEU information. This is not available to the general public.

1

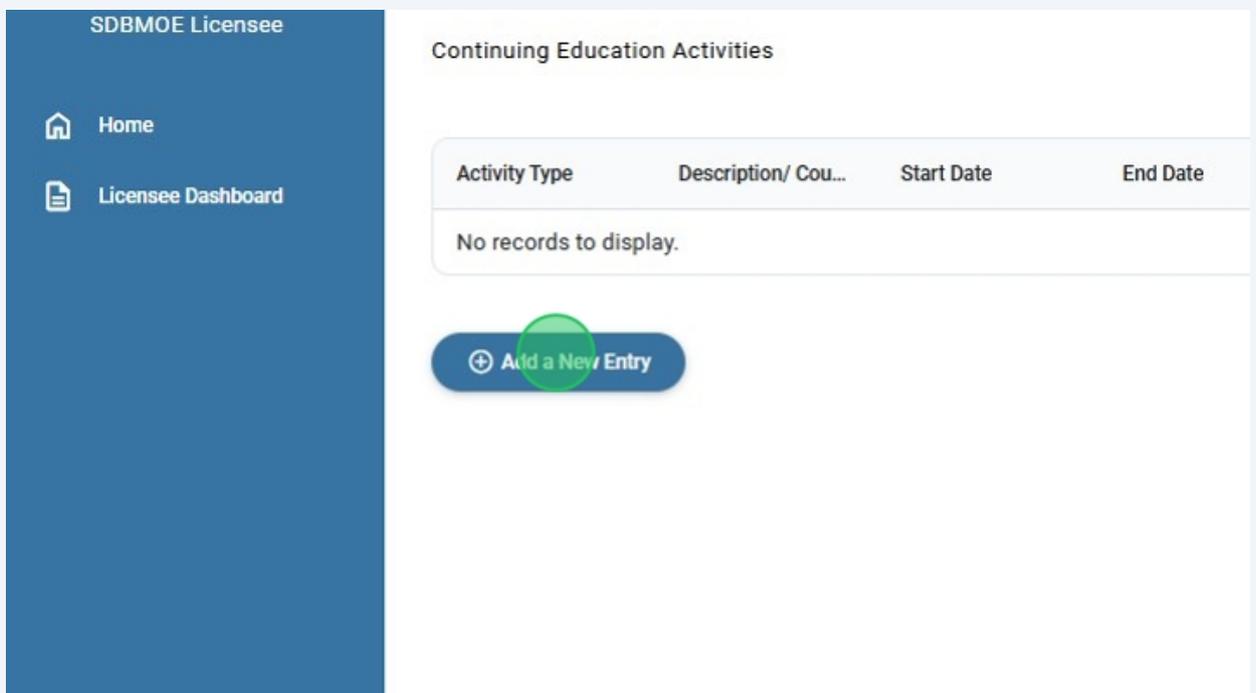
From the SDBMOE public website, Hover over or click the "**Quick Links**" Tab on the top navigation menu. Click "**Account Login**" and enter your login details.



2 Your Licensee Dashboard will display. Click "**Continuing Education**"



3 To add a new continuing education activity, Click "**Add a New Entry**"



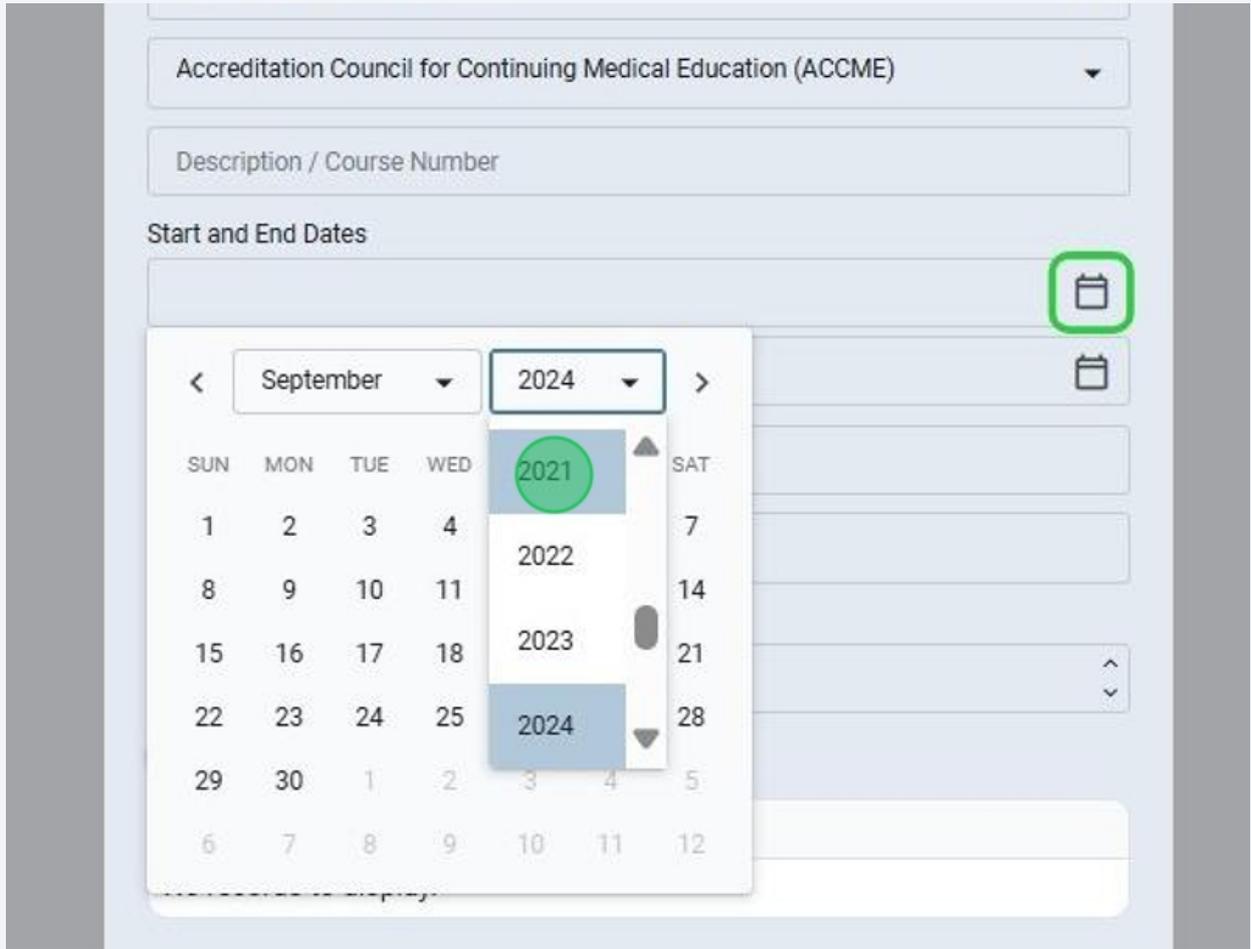
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Enter all **required information**. You must select which license you are adding CEU's for. Use the "**Dropdown select**" feature where appropriate by using the arrow to display a list of choices. Click to **select an option**.

The screenshot shows a mobile application interface for adding a new entry. The form is titled "Add a new entry:" and includes the following elements:

- A dropdown menu for "EMT - EMT-Basic Certification" with a green arrow pointing to it.
- An "Activity Type" dropdown menu with a green circle around the arrow.
- A search bar with a magnifying glass icon and the text "Q|".
- A list of activity types: "Interprofessional Continuing Education (IPCE)", "Accreditation Council for Continuing Medical Education (ACCME)", "Accreditation Council for Pharmacy Education (ACPE)", and "International Association for Continuing Education and Training (IACET)". The "ACCME" option is highlighted with a green circle.
- A "Total hours/credits earned" dropdown menu with the value "0".
- A "Document Upload" button.
- A table with columns "Document" and "Submit Date".
- A message "No records to display." below the table.

5 Click "2021"



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When all of the required information has been entered, Click "**Document upload**" to add your training and/or certification documentation.

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Add a new entry: ✕

EMT - EMT-Basic Certification ▼

Accreditation Council for Continuing Medical Education (ACCME) ▼

fire safety mechanisms

Start and End Dates

09/07/2021 📅

09/09/2021 📅

PB County Fire

Rapid City

Total hours/credits earned

8 ^
▼

 Document Upload

Document	Submit Date
No records to display.	

Save Cancel

7

The document name and today's date is now displayed in the list of documentation uploaded. Click "**Delete**" to remove an item uploaded in error. You can upload multiple documents for this activity. When all information is entered and uploaded correctly, Click "**Save**" to submit and return to the list of continuing education activities.

Document	Submit Date	
SDBMOE Academic and Training ...	09/26/2024	Delete

8

A list of your continuing education activities for all licenses is displayed. Click "**Add a New Entry**" to add another activity for any license you hold.

Activity Type	Description/ Cou...	Start Date	End Date	Provider	L
ACCME	fire safety mecha...	Sep 07, 2021	Sep 09, 2021	PB County Fire	R
IPCE	Annual Meeting - ...	Sep 13, 2024	Sep 20, 2024	American Society...	D

[+ Add a New Entry](#)

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If you need to **Revise or Remove** an activity you entered, use the appropriate "**Action button**" on the right side of the page for the specific activity. Click to Edit or Delete. To return to your dashboard, Click **Licensee Dashboard** on the left navigation menu.

End Date	Provider	Location	Hours/Credits	Actions
Sep 09, 2021	PB County Fire	Rapid City	8	Edit Delete
Sep 20, 2024	American Society...	Denver Colorado	32	Edit Delete