

HOW TO UPLOAD EARNED CEUS INTO A VPP

1. Gather the information needed to upload the CEUs. You will need:

Course ID

Completion Date

The Participant's Practitioner ID

How many CEUs the course is approved for

- 1A: To see the Course ID and how many CEUs the course was approved for go to your "Courses" and change the "Status" dropdown to "All Activities" – "Filter". Scroll down to see your courses. You can see the detail of each course by clicking on the magnifying glass to the far right of the course.

My VPP Admin Provider Coach School Admin CEU Approvals

Courses

Welcome to the Online Automated CEU Process, accessible only by designated CEU Providers. Please follow the step-by-step instructions below for guidance through the approval process. CEU Provider renewal applications which include the CEU guidelines are also provided. If you have any questions please contact ceus@acesi.org

PLEASE ALLOW UP TO THREE WEEKS FOR YOUR COURSE TO BE APPROVED.

[Instructions for CEU Process, CEU Renewal Applications, and Biblical Studies Requirements can be found by clicking this link.](#)

- Submit new Courses for approval by clicking on the orange "Add Course" button. Complete the Course template that follows.
- View pending Courses by changing the "Status" drop down menu to Pending Courses and clicking on the orange "Filter" button.
- Search approved Courses by changing the "Status" drop down menu to Completed Courses and clicking on the orange "Filter" button.

Add Course

Course ID:

Course Name:

Course Type: All

Submission Date Range: MM/DD/YYYY to MM/DD/YYYY

Course Date Range: MM/DD/YYYY to MM/DD/YYYY

Approval Date Range: MM/DD/YYYY to MM/DD/YYYY

Status: My Inbox
All
Completed Successfully
Completed Unsuccessfully
My Inbox
Pending

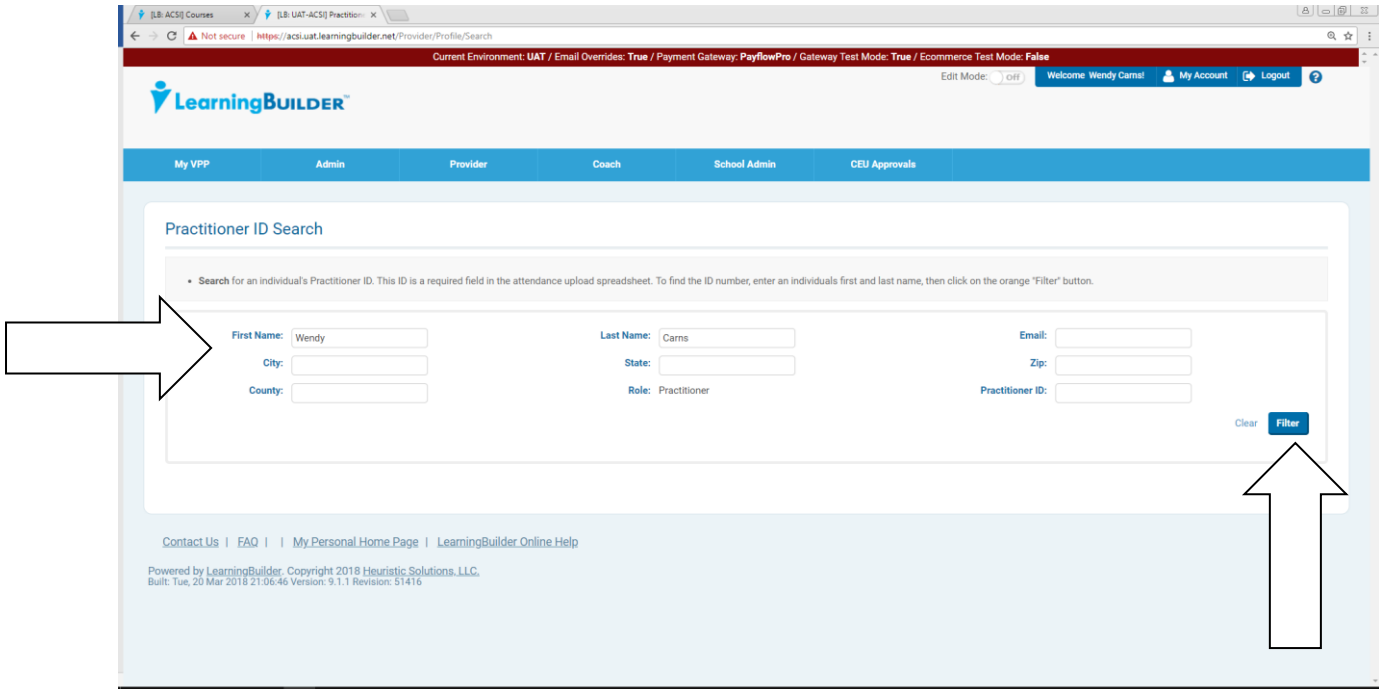
Clear **Filter**

Showing Records 1 to 20 of 732

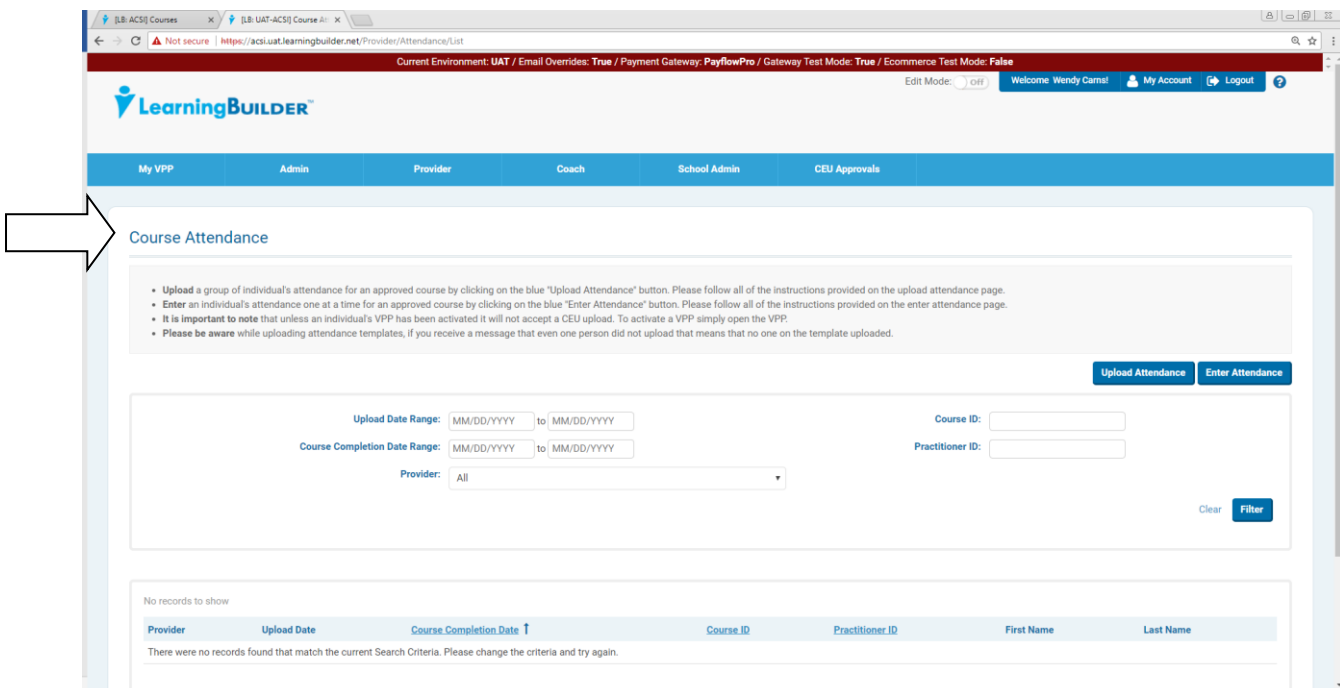
| Course ID | Course Name ↑ | Course Type | Course Date | Provider Name | Submission Date | Approval Date | CEU Type |
|--------------|---------------|-----------------|-------------|-----------------------------------|-----------------|---------------|----------|
| ACS201451539 | | Approved Course | | Erie First Christian Academy - PA | | | |

Complete Request

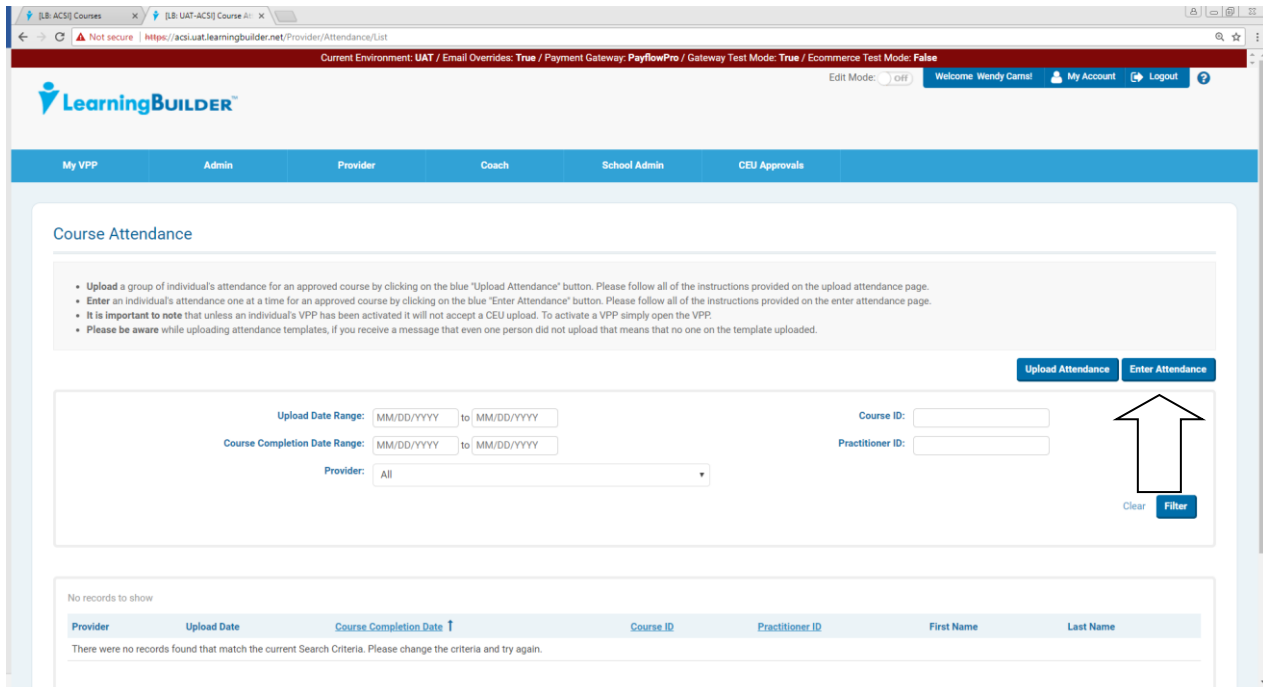
1B: To find someone's practitioner ID go to "Practitioner ID Search" – provide the person's first and last name and "Filter".



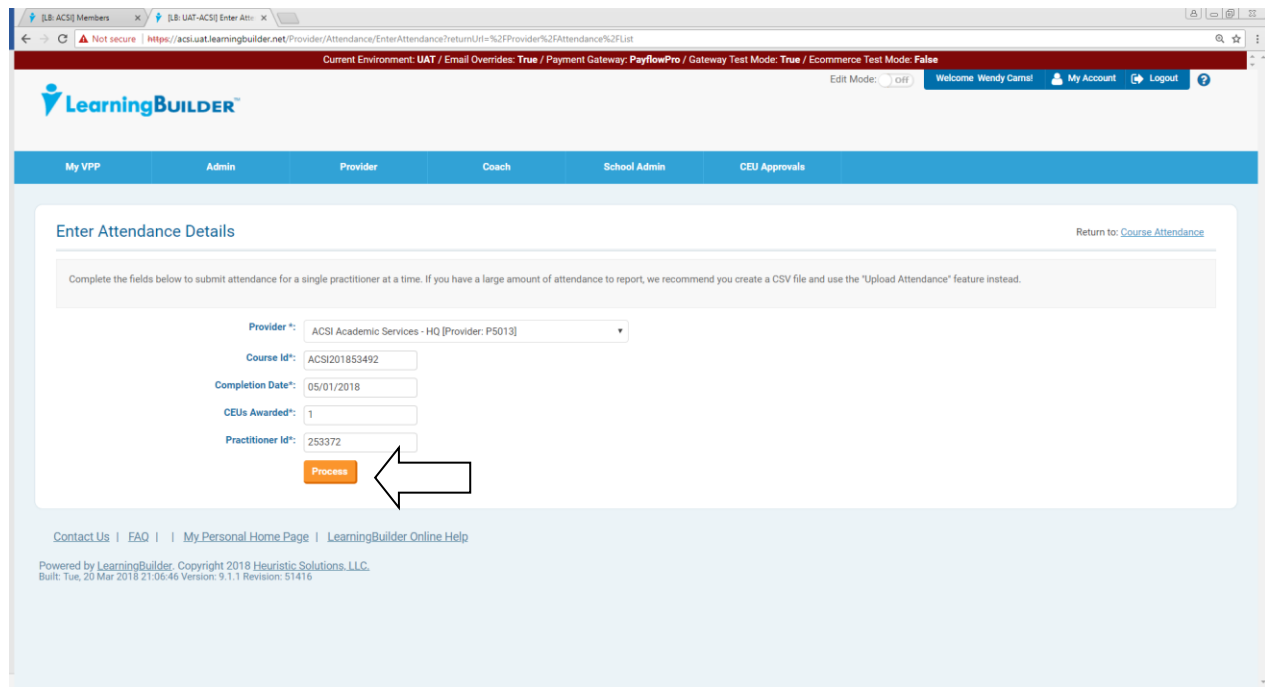
2. From your "Provider" tab choose "Attendance"



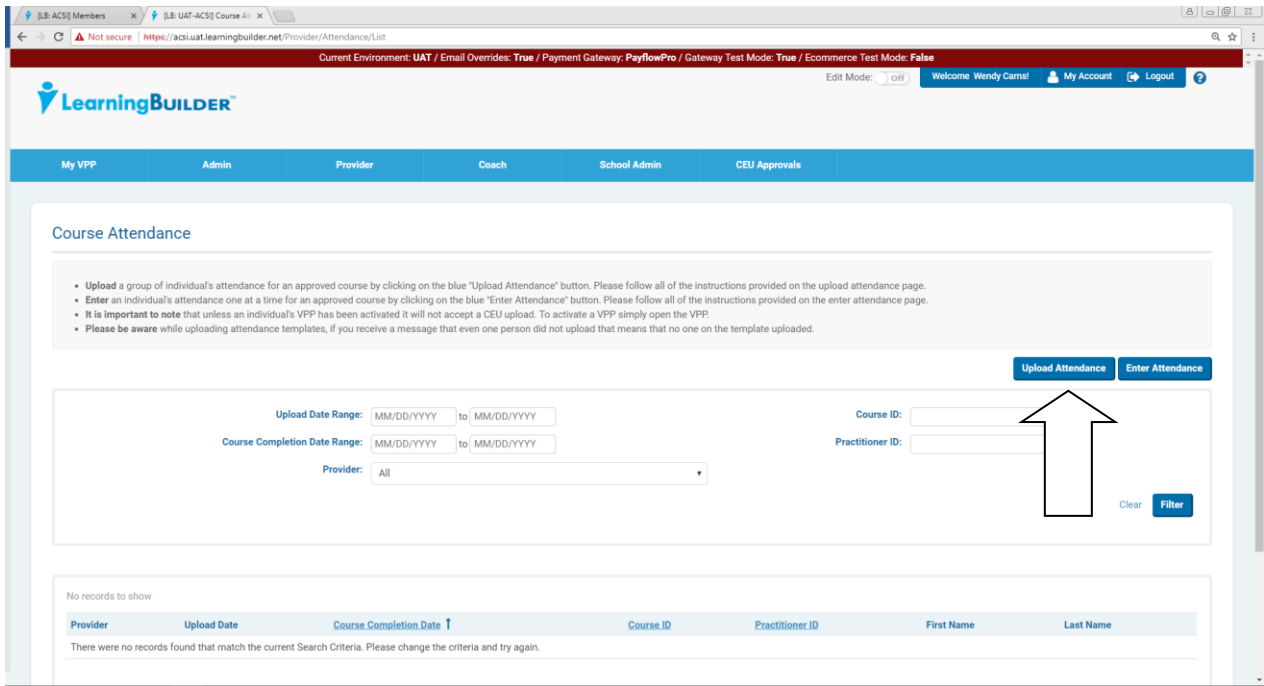
3. If you want to upload CEUs for one person at a time you will choose “Enter Attendance”.



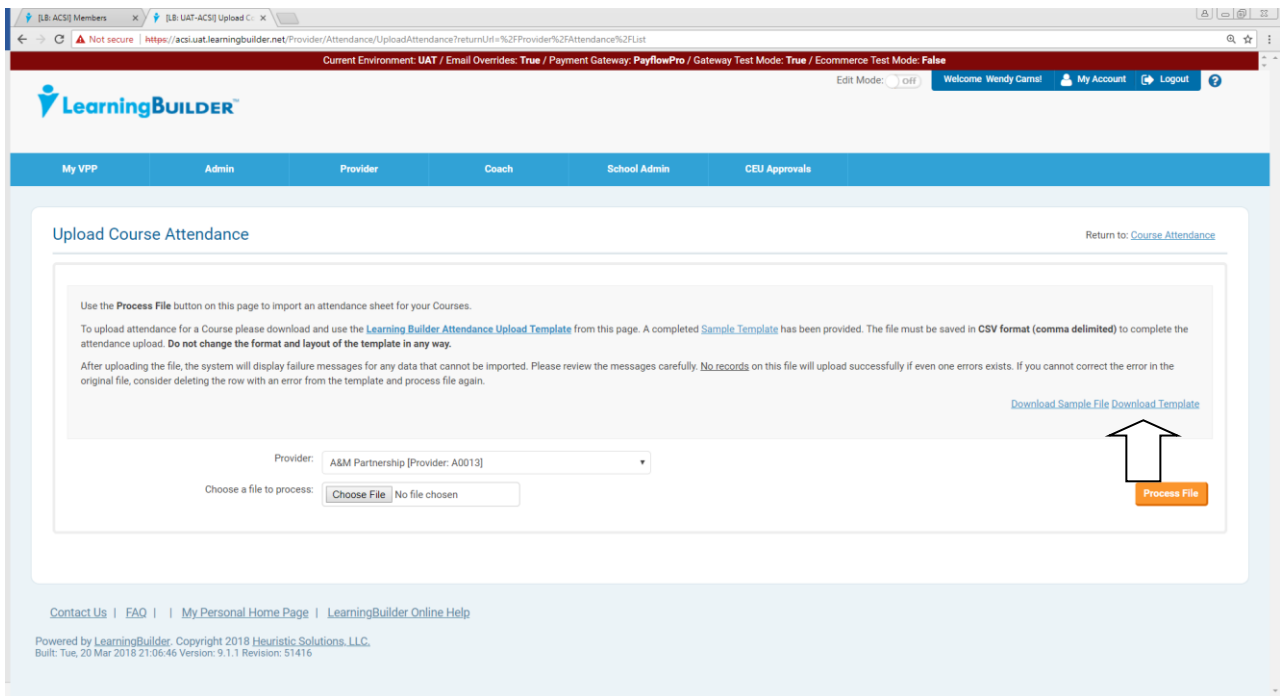
3B: Provide the information requested and “Process”. You will receive a message in a green box above if the upload was successful. If it was not successful it will tell you what the problem was in red letters above.



4. If you are uploading CEUs for several individuals and you don't want to upload for one person at a time, you can upload a spreadsheet.
- Choose the "Upload Attendance" option.

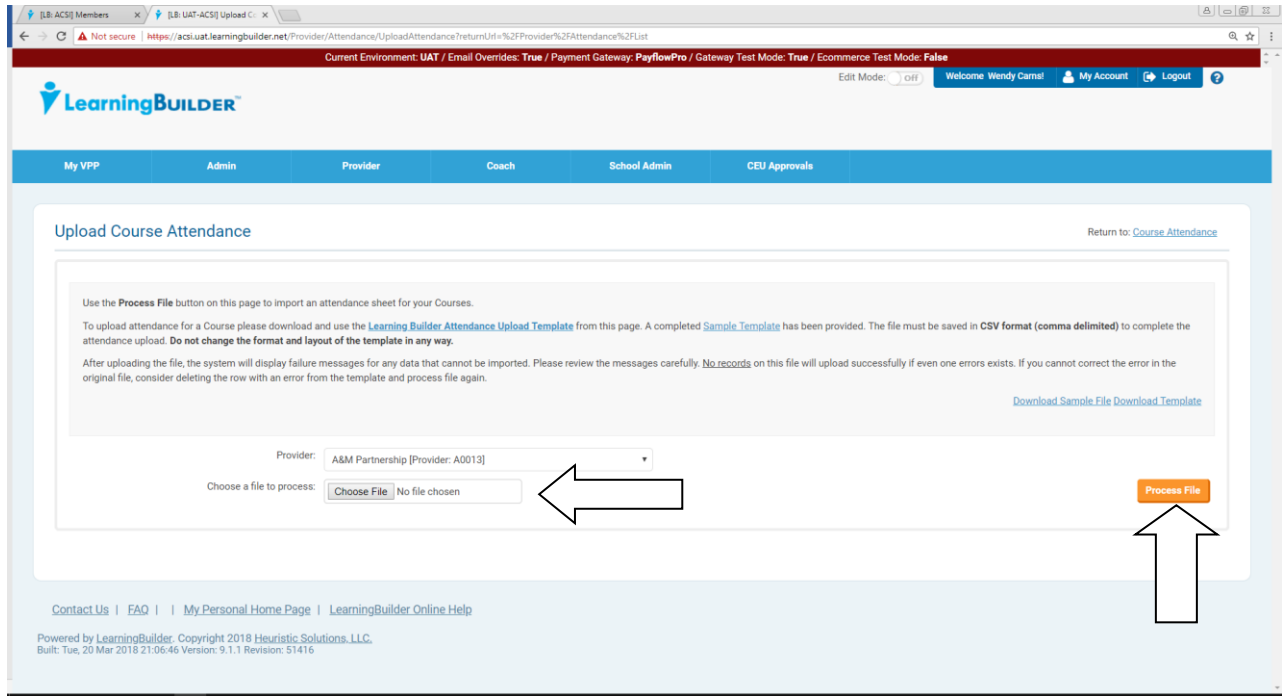


- You can access the template here.

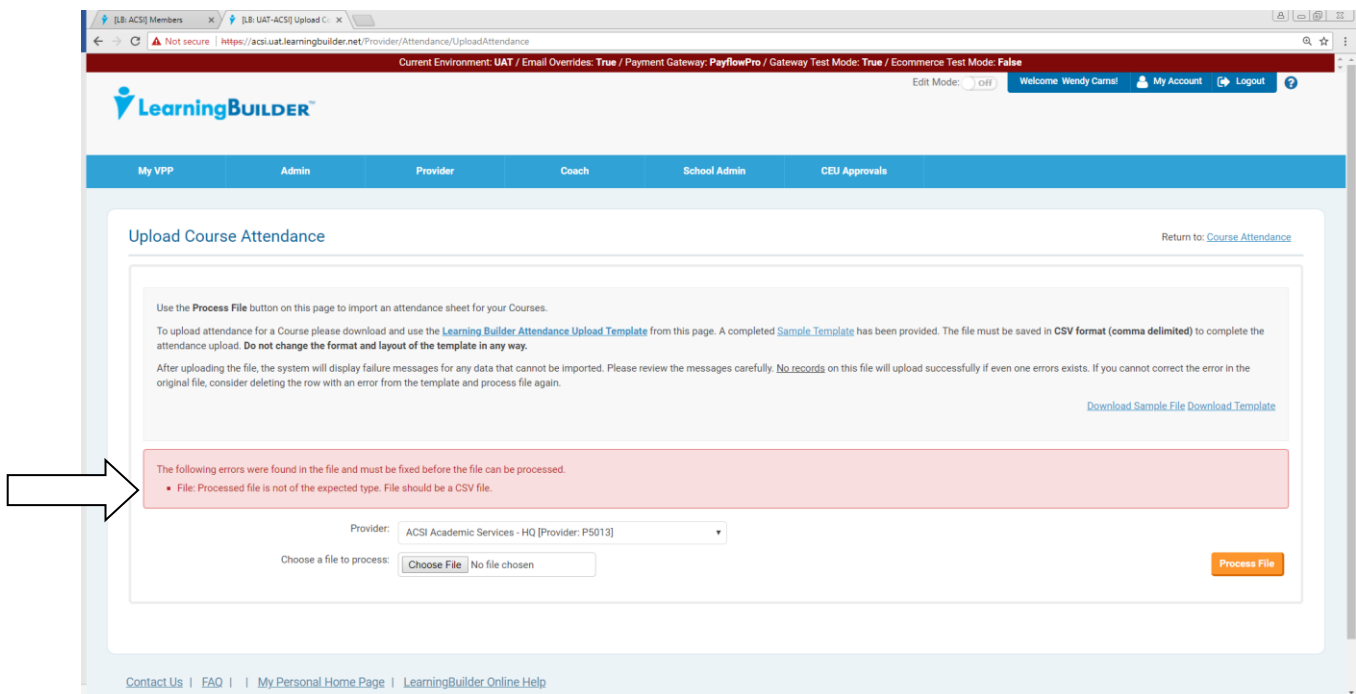


When you have completed the template and saved it to your folder you are ready to upload the CEUs for everyone on the template.

- Bring your template/spreadsheet in from the “Choose a file to process” box.
- When the file has been brought in, click on “Process File”



Please note that if there is even one error on your upload that means that nothing on the spreadsheet uploaded. You will have to either correct the error or take that person off of the spreadsheet and upload again. You will be shown what and where your errors are (if any) as there will be a red message above.



If the course was uploaded successfully you will see this message.

The screenshot shows a web browser window with the LearningBuilder application. The page title is "Enter Attendance Details" and it includes a "Return to: Course Attendance" link. A message box states "Record was successfully processed" with a white arrow pointing to the left. Below this, the form fields are populated with the following values: Provider: ACSI Academic Services - HQ [Provider: P5013], Course Id: ACSI201851243, Completion Date: 05/02/2018, CEUs Awarded: 0.50, and Practitioner Id: (empty). A "Process" button is located at the bottom of the form. The footer contains contact information and version details: "Powered by LearningBuilder. Copyright 2018 Heuristic Solutions, LLC. Built: Tue, 20 Mar 2018 21:06:46 Version: 9.1.1 Revision: 51416".