HOW DO I SUBMIT A COURSE FOR APPROVAL?

1. From your "Provider" tab you will see that you have 4 options to choose from.
   Courses – Attendance – Practitioner ID Search – My Providers
   You will default on the "Courses" tab which is where you want to be to submit a course for approval.
   Click on "Add Course" to begin.

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@acsi.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]

2. Name your course. Please keep the name of the course simple. Remember you will have a form to complete where you can provide your course details. If this is a dated course that will only be offered during a one or two- year period, please add the year at the end of the title. If this is your Staff Devotion, please add the school year at the end of the title. For example: "*Staff Devotions 2016-17*". If the course will be *ongoing* just name the course and add "Ongoing" at the end of the course name. You will see that your Provider name is already there.
   Once your course has been given a title choose "Select" next to Approved Course – Provider.

Add Course

Course Name*: CEU Provider Training Courses

Provider*: ACSI [Provider: A0002] ▼

Course Type

Approved Course - Provider
Approved Course - Provider   [Select]

3. You will now see your course submission form. You will also see that this course has been given its own course ID number. The course ID will always begin with ACSI – the year the course was submitted – the identifier. The course ID will be needed when you are ready to upload earned CEUs.

<u>Please complete this form as Thoroughly as possible.</u>

- ☐ It is important to give a detailed **Tentative Schedule** providing the dates, year and time of the course. If you meet every Monday for 4 weeks for example it should look like this: Every Monday from 3/1/17-3/27/17 from 7:00pm-8:00pm.

- ☐ Choose the **CEU Type**. If you are going to choose Bible, please make sure that your course meets the *ACSI Biblical Studies Requirements* which states that "*a course must be clearly focused on the content of the Scripture. Ancillary or anecdotal reference to Scripture verses or passages during a course does not qualify it as a Bible course*". In other words, the course must be a study in and of the Scripture for it to be a Bible CEU. You can choose more than one CEU type by holding your Ctrl button down while you highlight your options.

- ☐ **Hours of Instruction** is simply asking for a number. For the course above that met every Monday in March from 7:00pm-8:00pm I will enter 4.

- ☐ **Requested CEUs** is how many CEUs you think you should be awarded for your course. As you know it takes 6 clock hours of instruction to earn 1 CEU. However, r you can award CEUs for any amount of time. You will divide your course hours by 6. For this course it will be 4 divided by 6 = 0.67 (you can round off). This is the number I will put in this field.

- ☐ **Course Delivery Mode** has a drop down with 3 options. Please select the one that best describes your course.

- ☐ Syllabus/Agenda has an "**Upload**" feature. If you have any supporting documents, please upload it here. The more information that you provide the faster your course will be processed.

- ☐ **Finish Later** can be selected if you for whatever reason cannot finish this form until later. You will be able to get back to it at another time by going to your list of courses. Instructions on how to find your list of courses to follow.

- ☐ **Submit** can be selected when your submission form looks just the way you want it to and you are ready to send in to ACSI for approval.

This is what the course submission form looks like.

Test: Update Approval Request ✕

Please complete all fields before submitting to ACSI. A course syllabus/agenda with additional information can be uploaded.

Course Id:	ACSI201851242
Course Title*:	CEU Provider Training - Courses
Course Description*:	This is a course that will be offered via video to all coordinators on ACSI CEU Provider accounts. This course will cover all aspects of how to submit a course for approval.
Course Objective*:	This course was developed to enable ACSI approved CEU Providers to more efficiently upload courses that they wish to offer CEUs for.
Tentative Schedule:	If this course were on a schedule I would submit the detailed schedule here: Example: Monday and Tuesday - May 7 and 8, 2018 from 1:00-2:00pm.
CEU Type*:	Educational ✕
Hours of Instruction*:	2
Requested CEUs*:	0.33
Course Delivery Mode:	Online Learning ✕ ▾
Syllabus/Agenda:	**Upload**

Finish Later   Cancel   **Submit**

You will receive two emails. One to let you know your course submission was received. The other will let you know when your course has either been approved, denied or needs more information.

You can search for your courses from your "Courses" page. Change the "Status" dropdown to "All Activities" and "Filter". Scroll down to see your courses.