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.

y VPP	Admin	Provider	Coach	School Admin	CEU Approvals			
ourses								
Welcome to the	Online Automated CEU F	Process, accessible only by	/ designated CEU Providers	. Please follow the step-by	y-step instructions below for	guidance through the appro	oval process. CEU Pr	ovider renewal
applications whi	UP TO THREE WEEKS FO	elines are also provided. If DR YOUR COURSE TO BE A	you have any questions ple PPROVED .	ase contact <u>ceus@acsi.or</u>	<u>rg</u>			
Instructions for	CEU Process, CEU Renev	wal Applications, and Biblic	cal Studies Requirements ca	an be found by clicking thi	<u>s link</u> .			
Submit new	v Courses for approval by	y clicking on the orange "Ad	dd Course" button. Complet	te the Course template tha	at follows.			
 View pending Search app 	roved Courses by changing	ing the "Status" drop down me	menu to Completed Courses and	es and clicking on the orange Fi	nge "Filter" button.			
								Add Co

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 Approved Course -	- Provider Select	

 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.

Please complete this form as Thoroughly as possible.

- □ 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 l	before submitting to ACSI. A course syllabus/agenda with additional information can be uploaded.	
Course Id:	ACSI201851242	I
Course Title*:	CEU Provider Training - Courses	tails
Course Description*:	I NIS IS a COURSE THAT WILL BE OTTERED 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 <u>ACSI</u> approved <u>CEU</u> Providers to more efficiently upload courses that they wish to offer <u>CEUs</u> for.	
Tentative Schedule:	It 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 X v	
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.

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Welcome to the Online	Automated CEU Proc	ess, accessible only by designate	d Coordinators on a	ctive CEU Provider accounts.	Please follow the step-by-step instructions below for guidance throug	h		
the approval process v quidelines. If you hav	which includes "How to be any questions pleas	Submit a Course for Approval [®] a e contact the ACSI CEU Coordina [®]	ind "How to Upload tor by emailing: cet	Earned CEUs". You will also fi s@acsi.org	nd the link to CEU Provider renewal applications which includes the C	EU		
PLEASE	ALLOW UP TO TWO	WEEKS FOR YOUR COURSE TO	D BE APPROVED.					
Instructions for CEU P	rocess, CEU Renewal	Applications, and Biblical Studies	Requirements can b	e found by clicking this link.				
Submit new Court	ses for approval by cli	cking on the orange "Add Course	" button, Complete	the Course template that folic	ws.			
View pending Cou	urses by changing the	"Status" drop down menu to Pen	ding Courses and cl	icking on the orange "Filter" b	utton.			
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