CEU Login Instructions for Providers

Any organization that would like to submit courses for CEU approval may do so by following the instructions below. Once approved, you will be able to create classes with dates which will be listed on the BPI website. Once the class is completed, you will be able to enter the names of certified professionals that should receive CEUs for attending that class.

Login to the CEU Portal:

1. Login directly to the CEU Provider Portal via www.bpi.org by selecting **Testing and CEU Portal** from the **Login** dropdown box at the top of the screen, and then choosing **CEU Provider Portal**

   If you are brand new to BPI, you will first need to register for an account.

2. On the **CEU Provider Login** screen, scroll to the bottom and select the **Register** link
3. Enter all the required information as denoted by an asterisk (*)
4. Select **Register**

Once logged in, you will be able to select the following choices from the left-hand menu:

- **Courses** to add or view training courses
- **Classes** to add or view existing classes
- **Payment Summary** to view payment history
- **CEU Policy** to view the current CEU Policy

Submit a Course to BPI for Approval

1. Select **Courses** from the left side menu
2. Select the **Click here** **to create a new course** link under the **Incomplete** heading.
3. Enter the:
   a. **Course Title**
   b. *If you would like certified professionals to be able to search for your courses through the BPI website, make sure to check the **Public (Searchable by candidates)** box*
   c. **Training Type** (see definitions in Section 7. of the CEU Provider Policy for the type that best fits)
4. Select **Continue**

   If you are submitting **Technical Conference Class(es)** and there is more than one (1) training session that you wish to receive CEUs for, select the **Import Technical Conference Classes** link and follow the prompts

5. If you selected any of the following **Training Types**, you will be prompted to select a **Training Category**

a. **Classroom Training**
b. **Online Training**
c. **Articles**

6. Select **Training Category** based on the course outline that best fits tour course material (See definitions in Section 6. of the CEU Provider Policy for more details)
7. Enter the **Length of training (hours)**
8. Upload the **Training Summary / Syllabus** by selecting the **Choose File** button
9. Enter the:
    a. **Contact Name**
    b. **Contact Phone**
    c. **Contact Email**
    d. **Direct Lint to this training's information** (URL of your training website, which may be searchable by certified professionals)
10. Select **Continue**

11. To add a new instructor (the person who will be presenting the course)
    a. Select **Create New Instructor** from the **Add Instructor** dropdown box
    b. Enter their **BPI ID** if available
    c. Enter the **Instructor Name**
    d. Upload **Instructor Biography** by selecting the **Choose File** button
    e. Select **Add**, OR
    f. Select existing Instructor from the **Add Instructor** dropdown box
12. After clicking the **Add** button, a green status bar at the top will confirm additions
13. Repeat steps 11 and 12, above, until all instructors for the course have been added
14. Select **Continue**

15. Read through the **Terms and Conditions**
16. Select the **I agree with the <u>terms and conditions</u>** check box
17. Select **Submit**

A green status bar at the top of the page will confirm that your course entry has been submitted.

18. To add more courses, select the **Create New Course** link under the green status bar, OR
19. To submit & pay for your course(s), select the **Submit Courses for Approval** link
20. Check off the course(s) you wish to submit at that time and select **Continue**
21. Review your course(s) and make payment by selecting **Checkout**

*You will then be brought directly to a PayPal site. If you have a PayPal account, you may choose to use it; or you may login as a guest to pay by debit or credit card. If, at any time, you would like to leave the site without paying, select the **<u>Cancel and return to Building Performance Institute, Inc.</u>** link at the bottom of the page.*

Add Upcoming Classes

Please check your portal on a regular basis for course approval. Once your course has been approved, be sure to create any upcoming class dates to your portal; even if those classes are not open to the public. Please be aware that you will <u>NOT</u> be able to enter certified professional information to any class(es) that have been added to your portal more than two (2) weeks after the last day that class has occurred. Certified professionals will not receive credit until the class has been closed.

1. Select **Classes** from the left side menu
2. Select the **<u>Click here</u> to create a new class** link under the **Upcoming** heading.
3. Choose which course you would like to add an upcoming class to by selecting from the dropdown box
   (if your course is public, it will now be searchable by the certified professionals on BPI's website)
4. Select **Continue**
5. Choose the **Date** (if your class is only one day, enter it in the **Last Date of Training** field)
6. Enter the info below where the class will be taking place:
   a. **Address**
   b. **City**
   c. **State**
   d. **Zip Code**
7. Check off the **I agree with the <u>terms and conditions</u>** box
8. Select **Create**

Add Certified Professionals to Classes that have occurred

You cannot add certified professionals to your class(es) until AFTER they have already occurred. This includes any class that can be viewed in the Upcoming area under Classes Summary. Keep in mind that a certified professional can only receive credit for a class if they hold an active BPI Certification.

1. Select **Classes** from the left side menu
2. On the right side of the screen where it says **Add Class Attendees**, select **<u>Click here</u> to view the classes that require adding attendees**
3. Find the class that you would like to add participants to and select the **Open** button
4. Click **OK**
5. Attendees can be added to a class by either:
   a. Looking for a certified professional using the **Search** fields and then selecting **Add**, OR
   b. **Importing** a CSV file
      i. Click on the **sample.csv** to see the format that you will need to use
      ii. You must include the BPI ID of the certified professional

   iii. If the name is spelled incorrectly, but the BPI ID is correct, credit will still be submitted

6. If a certified professional is not approved, the system will give an explanation in the **Notes** section
7. If you need to remove a certified professional, check off the name, and select the **Remove** button
When you have completed adding certified professionals to a class, select the **Close** button in the upper right corner of the screen. *Please note that you will not be able to remove a certified professional from the roster after you close out a class. Certified professionals will NOT receive CEUs for a class until you close it out.*
8. Click **OK**
  a. You may re-open any class to add more certified professionals for a period of two (2) weeks after the date the class ended by selecting the **Re-Open** button

For any questions or concerns, please email BPI at CEUs@bpi.org or

call toll free at (877) 274-1274, ext 292