## How to Add Continuing Education in eServices

- While logged onto your eServices account at <u>https://oop.ky.gov/dplservices/login.aspx</u>
- Select 'Track CE Hours/Documentation' menu option
- On 'Select License' screen, choose the 'Select' button for the license type/license # to add CE hours/documentation
- On 'Completed Education Hours' screen, select Add CE, complete all fields then select Add CE Course. (Multiple courses can be added at one time)
- Once all courses/documentation have been added/uploaded, select "Submit CE Course(s).

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## How to Track Continuing Education in eServices

- While logged onto your eServices account at <u>https://oop.ky.gov/dplservices/login.aspx</u>
- Once "Submit CE Course(s)" has been selected on "Add CE" tab, the hours will appear by year on the "CE Track" tab.
- If documentation wasn't uploaded for a course when added under the 'Add CE" tab, select "+ Add" button under "Attachments"
- To remove any CE Course, click on the "mm" to delete
- To print CE hours, select the "Print" button

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## How to Apply CE Hours/Documentation Applied to Applicable Renewal/Reactivation/Reinstatement

- While logged onto your eServices account at https://oop.ky.gov/dplservices/login.aspx
- Select the appropriate application from the menu options listed below
  - License Renewal/License Extension
  - Reactivation Application
  - o Reinstatement Application
- The system will pull any CE hours from the "Track CE" section and apply them to the application selected.
- To remove any CE hours/documentation, select "Exclude" and the system will remove the hours/documentation selected then recalculate the hours and require additional hours/documentation.

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• If audited and additional hours are required to meet the minimum required CE requirements, you will be required to upload documents when the course hours are added.

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• All CEU hours added while completing a renewal/reactivation/reinstatement application, can be viewed by selecting "Track CE".

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## How to view CE History

- While logged onto your eServices account at <a href="https://oop.ky.gov/dplservices/login.aspx">https://oop.ky.gov/dplservices/login.aspx</a>
- Select 'Track CE Hours/Documentation' menu option
- On 'Select License' screen, select the 'Select' button for the license type/license # to CE History
- Select "CE History" and all CE hours entered via eServices or manually by the Boards & Commissions Support Specialist will display.

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