Entering CEC Hours Into Your RIA Profile

Log the CEC hours earned during the 2016-2017-2018 cycle.

1. You can view your CEC Status by logging in to your RIA account online here: http://www.restorationindustry.org/?. Once logged in, choose "My Professional Dev" from the list of links at the left of the page. Your credit hours, submitted to date, will be listed under "My Educational Credits".

2. If you need to submit credits, use the CEC Submission Document downloadable here. Simply fill it out, include documentation of the number of hours attended (schedule, certificate, etc.) and email to certification@restorationindustry.org.

3. To add your own CEC submissions, follow the instructions below:

    o **STEP 1:** Log into your account and click "Professional Development", which can be found under "Content & Features".

Content & Features

Professional Development
View current entries and professional development journal.

- o **STEP 2:** Then click on "Add Entry".
- o **STEP 3:** A window will open which allows you to enter your CEC hours. Follow the instructions below.
    - Certification/Program: CR
    - Credit Type: Categories from "Credit Type" can be found on the CEC Submission Form.
    - Entry Date: Enter final date of event you attended.
    - Description: Enter name of event you attended (i.e. 2018 RIA Annual Convention).
    - Credits: Enter hours of participation for consideration (review CEC

    Submission Form for limitations).
    - Credits Expire: Enter your certification expiration date (should be 12/31/2018).
        - ALL credits expire on December 31st of year of expiration.

We make it better. We

Is this entry for a Certificate or Program? * ● Yes ○ No

Certification/Program * [▼]

Credit Type * [--Select Credit Type-- ▼]

Entry Date * [3/22/2017] 📅

Description * [   ]

Credits * [   ]

Credits Expire [   ] 📅

Score (%) [   ] (if applicable)

Activity Code [   ]

Attachments [Browse...] No file selected.

[Submit] [Cancel]

If you have questions or need any assistance in this process, please do not hesitate to email us at certification@restorationindustry.org or call us at 202-367-1180 option 4.