

## **STEPS TO ADD CEU CLASSES**

1. Login using the Online Massage Therapy License Portal.
2. From the list of options on the left of the portal, click on CE Compliance.
3. At the bottom of the page, select Maintain Credits.
4. At the bottom of the next page, select Add Class.
5. Next to the bar for Class, click on Search.
6. A pop-up will then ask for you to Pick Course. Type in a word from the name of the class you took (e.g. if the class name is MS Law – Rules and Regulations, type in the word Law). After typing in the word, then click the Search button.
7. All of the courses with that particular word will then be displayed. Look for the course name and provider name of the course you took. Click the Select button that is next to your course.
8. The class and provider name will automatically be filled in after selecting the course. Then enter the Class Begin Date and the Class End Date (date format should be 01/01/2001). The begin date will be the day you took the course and should be on your certificate of completion. If the provider did not put an end date on your certificate, then put the same date as the begin date.
9. Once the information is all filled in, then click Save. You should then receive a green checkmark and a message that says “Record saved successfully” at the top of the page.