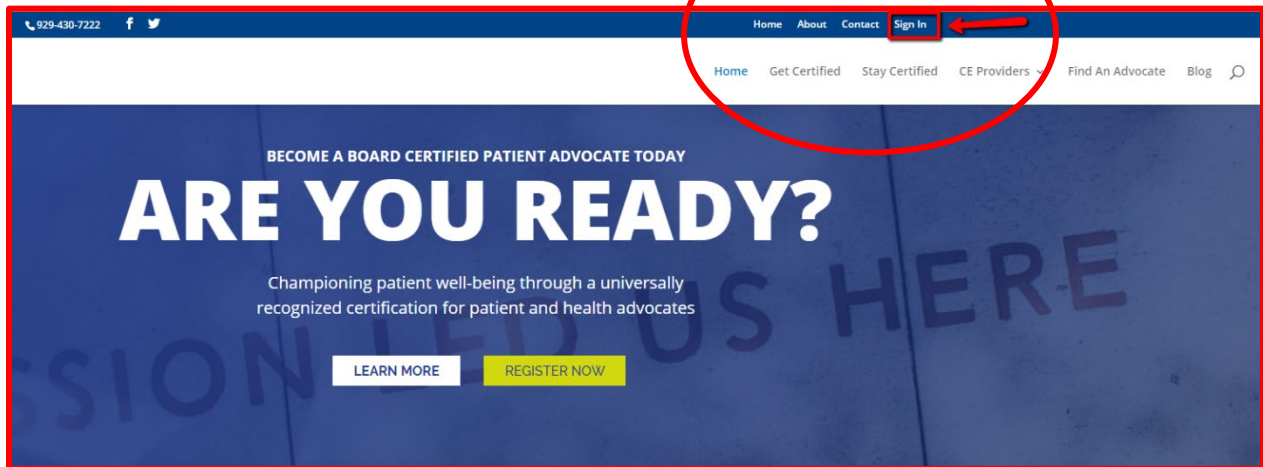# How to Enter Continuing Education on the PACB website (pacboard.org)

1. Go to pacboard.org and enter your login information.

2. If this is your first time logging in, your credentials are as follows:

Username: The email address you used to register for the BCPA exam
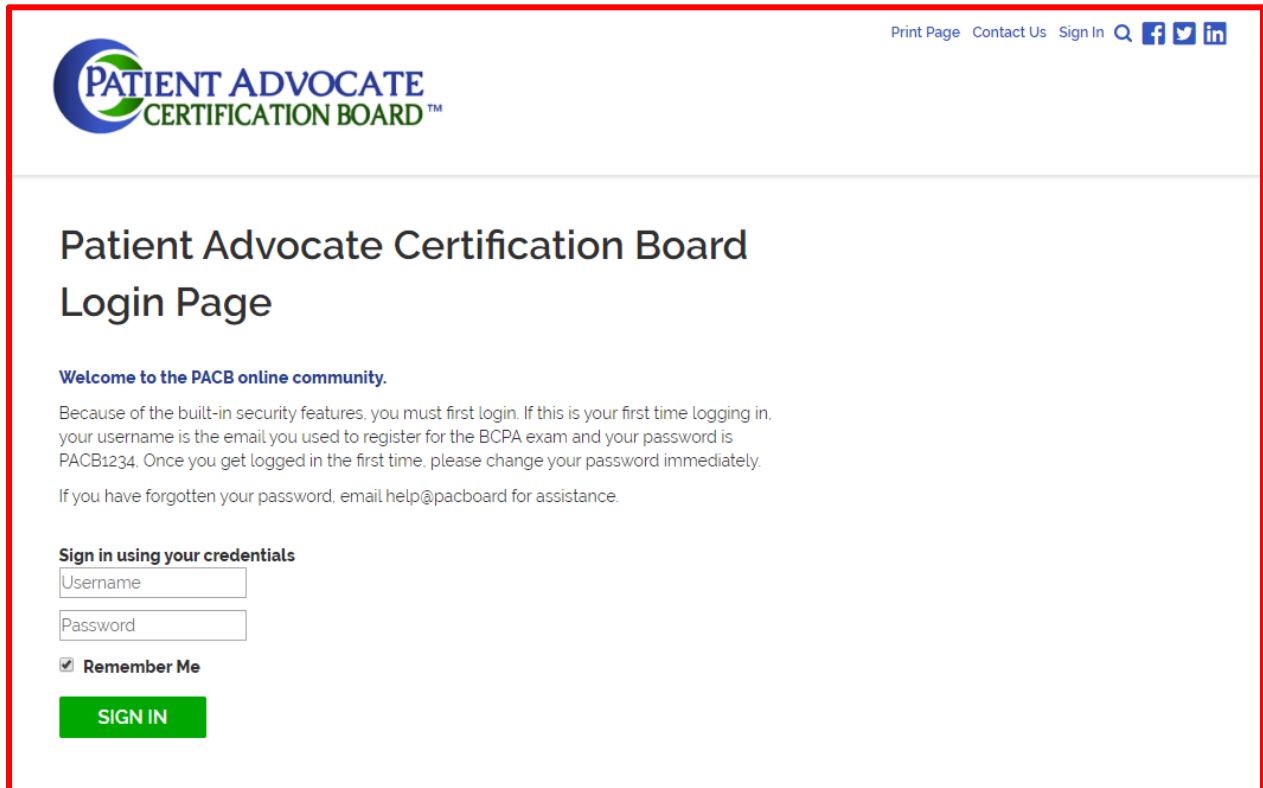Password: PACB1234

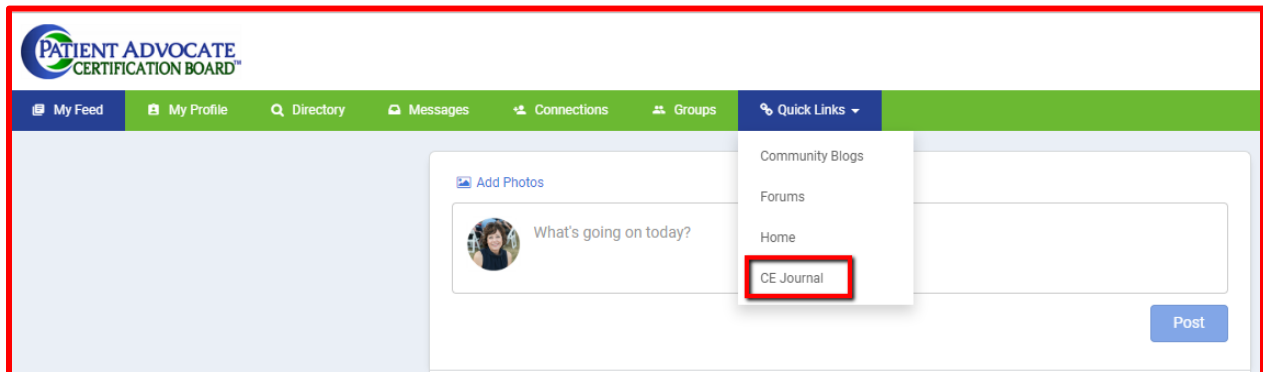**Once you log in successfully, change your password immediately!**

3. If you do not know your login information, enter your primary email and click "Forgot your password?"

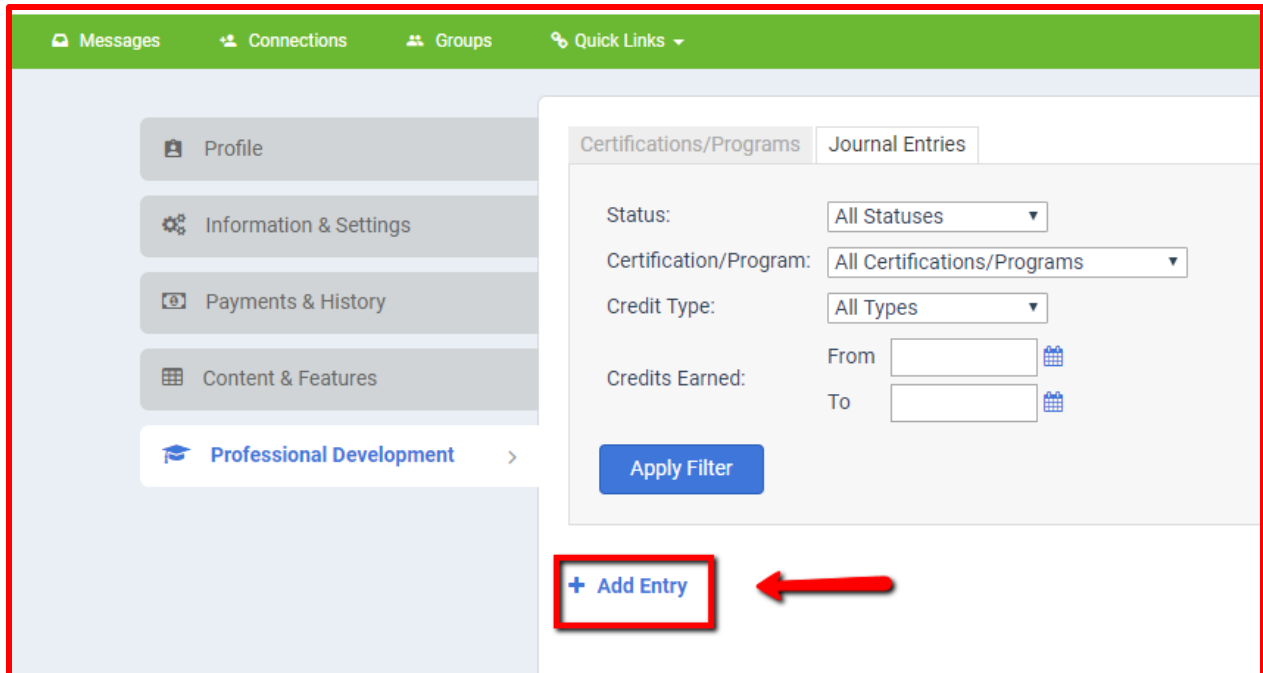If you are unable to get logged in, contact: help@pacboard.org

4. The login page should look like this:

5. Select CE Journal from the Quick Links Menu

6. **Then click on Add Entry -** See image next page

A. Select the 3-Year Recertification for "Certification/Program"
B. Select the appropriate Credit Type – if unsure, select General CE
C. Entry Date is the date completed
D. Credits expire on the date of your recertification (see My Profile to locate your date of recertification)
E. Activity Code is the PACB Approval Code for Pre-Approved CEs which will be included on the certificate you received upon completion of the activity.
F. Attachments – supporting documents may be required for approval and are strongly recommended

Your certification expiration date is available in your profile:

How to Enter Continuing Education Instructions – October 8, 2019
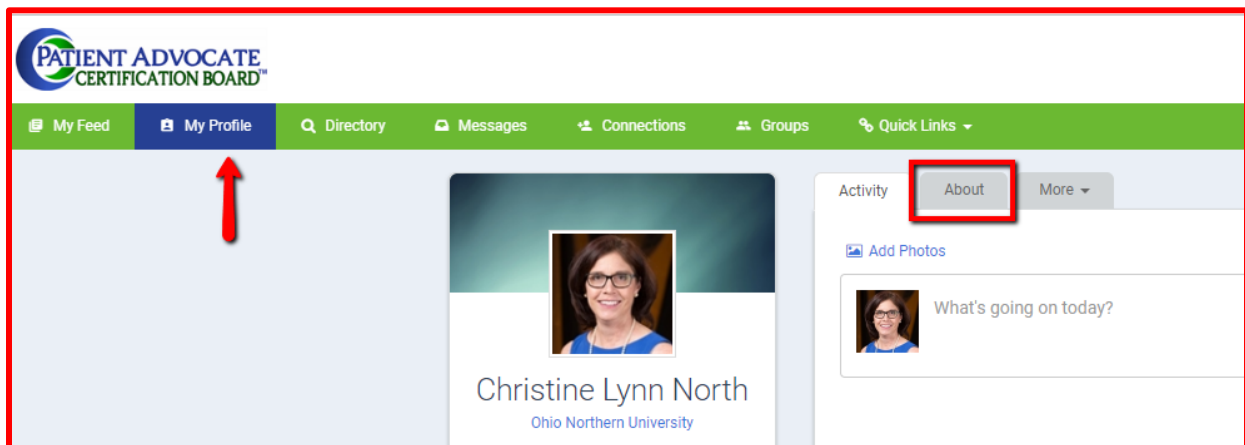
After submitting, your entries will appear at the bottom of the Professional Development window. The status of the entry will remain Pending until it has been reviewed and approved by a member of the PACB Certification Department.

Remember, all BCPAs are required to submit 30 CEs, including 6 Ethics CE, every three years to maintain certification.

For complete details regarding recertification, see the Continuing Education Handbook for Board Certified Patient Advocates

Payment for CE submissions

Pre-Approved CEs – No fee. Simply upload a certificate of attendance, evaluation or other documentation validating your attendance.

Type 1: Post-Approval of Continuing Education

Advocates who have taken a CE course that has not been PACB Pre-approved, may be submitted for post- approval review of the course. There is a $15 non-refundable fee due at the time of submission for each post-approved course submitted.

Type 2: Submitting Pre-Approval for Continuing Education at a College or University

Not all programs, courses, or offerings are appropriate for BCPA certification. Since college or university courses are often a long-term and more costly commitment, advocates may seek pre-approval for a college or university course they may wish to take prior to enrolling in said course in order to be certain that the course meets the PACB guidelines for continuing education and certification. A non-refundable fee of $25 is due at the time of submission for college/university course review and pre-approval.

# Submitting Payment

Once you have submitted a program for Post Approval **OR** Pre-Approval of a College or University Course, an invoice will be generated and emailed to you. The invoice will include a link to the payment page in your online profile. You may also access the invoice any time through your online portal.

You can always quickly return to any of the main functions through the Quick Links feature on the main tool bar.
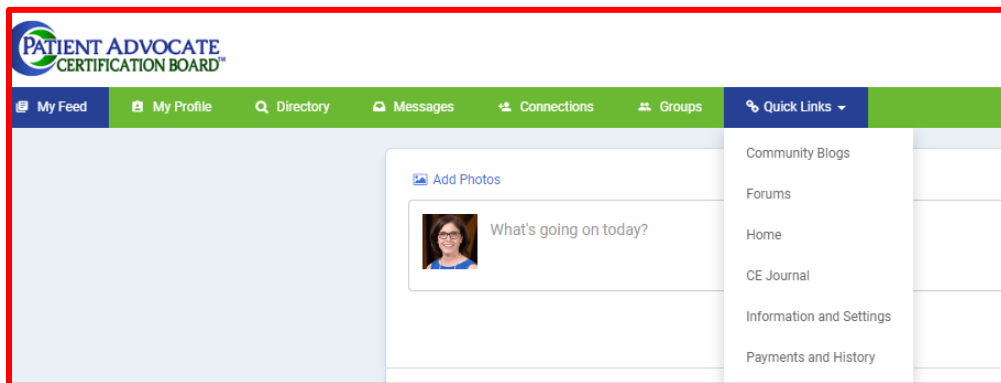
Once you arrive at the Payments and History section, simply click on the "open" invoice and you will arrive at the payment screen.
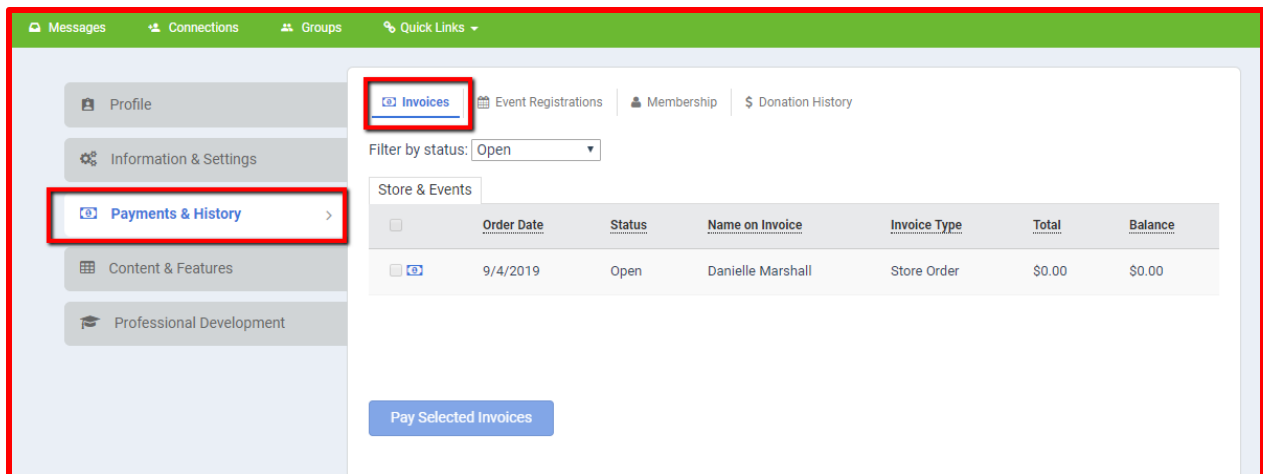
Note that all payments processed through the portal are secure. Once payment is submitted, you may access an historical record of all transactions.
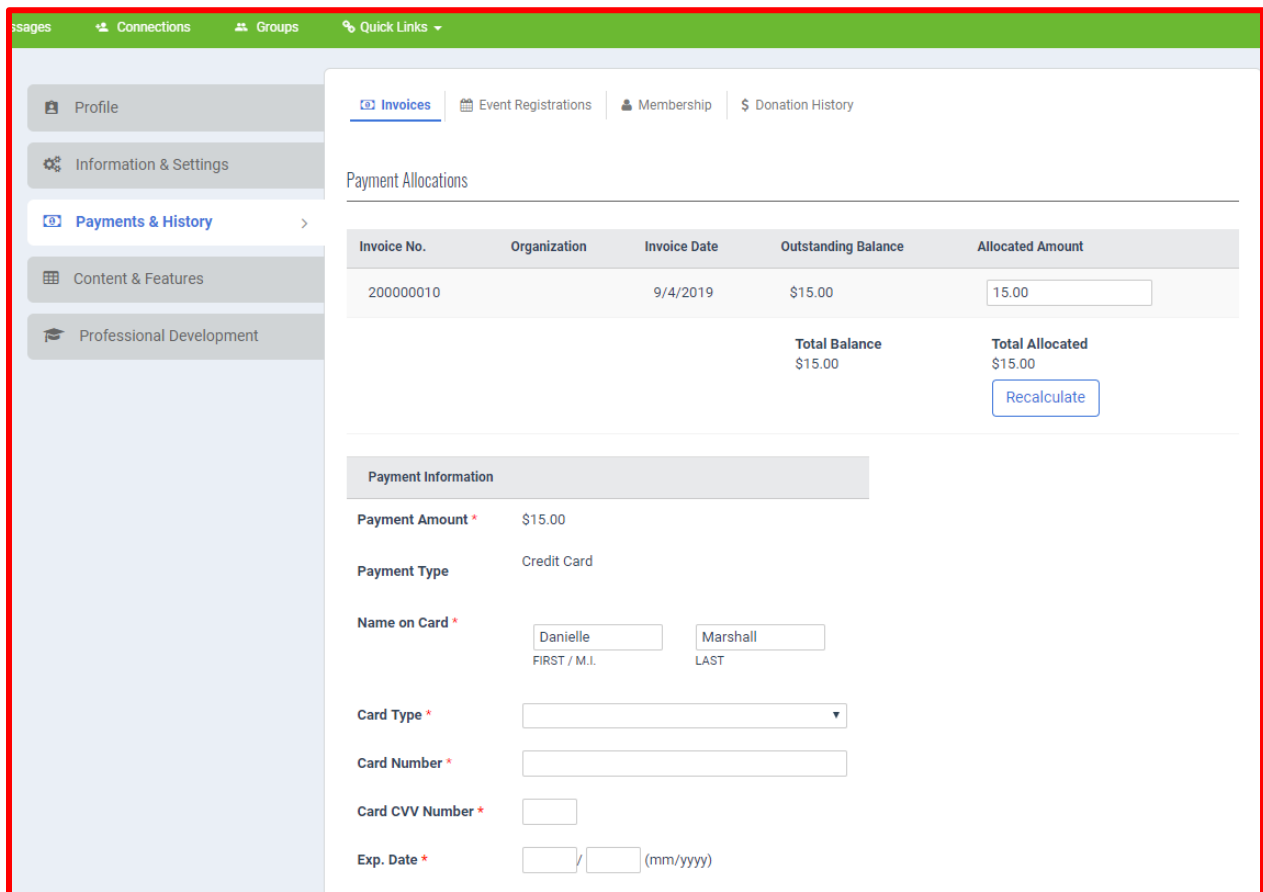
For assistance or questions, contact help@pacboard.org