How to Upload Audit Information in Your CE Tracker

1. Log into your BCEN account
2. Click on 'Audit Information Needed' under the applicable credential on the left side of the screen
3. Review BCEN's Policy: Auditing CE Recertification by Attestation Application
4. Select a category of continuing education: CE Courses/Activities is the most common and then click 'Add' (the following steps are the same for Presentations/Lectures, Academic Credit, Preceptorship, Authoring, Item Writing and Poster Presentation)
    - Select the type of credit earned - CECH or CME
    - Enter the completion date (the date the activity was completed not the date the information was entered into the Tracker)
    - Enter the name of the CE Course/Activity
    - Enter the total number of contact hours earned
    - Select 'Yes' or 'No' as to whether the CE Course/Activity is of clinical content
    - Select 'Yes' or 'No' as to whether the CE Course/Activity is from an accredited provider
    - Upload the supporting documentation
        - Click on 'Choose File', find your document on your computer, select 'Open' and the file will upload.
        - If your documentation is not saved on your computer there are a few things you can look in to.
            - Use a scanner to save and upload the documentation
            - Take a picture with your phone or tablet and upload the documentation

        - Use an app on your phone or tablet which can be accessed through the app store that is compatible with your phone.

5. Once all of your information is entered, click on the ‘Summary’ category
    - Once there are three checks (requirements met) click the ‘Submit’ button to submit your audit. The audit will now be in a status for BCEN to review.