



# How to Use the BCEN CE Tracker

BCEN randomly audits at least 10% of candidates who recertify by CE attestation. If you are selected for audit, you will be required to provide documentation of your CEs via the BCEN CE tracker. We recommend logging your contact hours as you earn them to streamline this process in the event that you are audited.

## To add CE activities to your tracker:

1. On the **My Dashboard** page in your BCEN account, click **Log/View CE Activities**.
2. Select the type of CE activity you would like to document in the left-hand menu.
3. Click the **ADD** button.
4. Select the type of credit earned (**CECH** or **CME**).  
*CECH (Continuing Education Contact Hour) is most common.*
5. Enter the completion date.  
*Use the date the activity was completed, not the date you logged the activity in your tracker.*
6. Enter the activity name and total number of contact hours earned.  
*Make sure this information matches your CE documentation or certificate of completion.*
7. Select whether the CE Course/Activity is of clinical content and from an accredited provider.  
*Review the [CE requirements guide](#) for details.*
8. Upload supporting documentation
  - If your documentation is not saved on your computer, you can use a scanner or take a photo to upload the documentation.
9. Click **Save**, then your credit summary will update in the **My CE Summary** tab.

