

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

Click on 'Choose File' to upload a document from your computer.

- 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.



My CE Summary **Note:** Contact hours CE Courses/Activites earned on BCEN Learn Presentations or will be automatically added to your BCEN CE tracker Academic Credit upon completion. Preceptorship To download certificates of Authoring completion, log in to your Item Writing Poster Presentation BCEN Learn account and **BCEN Learn** visit the My Activities page.



