I have never had to enter Continuing Professional Education (CPE) activities into SASW's online system? How do I do this?

To enter CPE activities, log into the online system with your username and password to get to your Member home page. Once on your Member page look for the section ‘Continuing Education’ on the right-hand side of the page. At the bottom of the CPE section, you will see 3 links, click on the ‘Enter Continuing Activity’ link which will take you to a new screen.

Scroll to the bottom of the page and select the category of activity you are entering, Category A, Category B or Category C. Once you have selected the category click on “Next.”
You will now see a page where you enter the detail of the activity. Once you have entered the required information click on "Next" at the bottom on the page.

A new screen will open up showing the information you just entered into the system. Review the information for accuracy and then scroll to the bottom of the page and click on “Save” to complete the process.
Once you have saved your entry the system will take you to a new screen with two links:

**To record more CE Activities, click Here or**

When you have completed your CE Activities and/or wish to print a list of your Continuing Education, click **Member Home**.

On your Member Home page you should now see the hours you have entered beside “Your Current Hours”. 