

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.

The screenshot shows the SASW Member Portal. On the left, there is a sidebar with user information: Expiry Date: Jan 1, 2023; Primary Address: 2510 MacKay St. Regina, SK S4N 2T5; Primary Phone: (306) 569-3299; Primary Email: fschuster@sasktel.net. Below this is a 'RECEIPT / LICENCE' section with links to 'Print your Official Receipt / Licence 2020' and 'Print your Official Receipt / Licence'. On the right, the 'CONTINUING EDUCATION' section is highlighted with a red arrow. It contains a table titled 'Number of Hours required to be Compliant as per your Current CE Year'.

	Category A	Category B	Category C	Total
Your Current Hours	26.5	0	0	26.5
Minimum Required				40

Below the table, a yellow box contains the text: 'If you have already renewed for the year, your hours will be reset to zero so you may start entering for next year. To see your previous hours, select View/Edit your Learning Portfolio Record'. At the bottom of the CPE section, there are three buttons: 'Enter Continuing Education Activity' (highlighted with a red arrow), 'View/Edit your Learning Portfolio', and 'Print Your Continuing Education Log'.

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".

The screenshot shows the 'Continuing Professional Education Information' page. It contains instructions for three categories: Category A: Formal learning, Category B: Teaching and mentoring, and Category C: Informal learning. Below these instructions is a 'Categories' section with the heading 'Please select Category to Enter'. There are three radio buttons: 'Category A', 'Category B', and 'Category C'. A red arrow points to the 'Category A' radio button. Below the radio buttons are 'Next' and 'Cancel' buttons. The 'Next' button is highlighted with a red arrow. At the bottom of the page, there is a green footer bar with contact information: 2110 Lorne Street Regina, SK S4P 2M5 | Phone: 306-545-1922 | Toll Free: 1-877-517-7279 | Fax: 306-545-1895 | Email: sasw@accesscomm.ca. The page is powered by in1touch.

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.

The screenshot shows a web browser window with the URL `sasw.ca/client/client/relationEdit.html`. The page title is 'CONTINUING PROFESSIONAL EDUCATION -'. Below this, it says 'CATEGORY A: Formal learning' and 'In this section provide details in this category of any university courses, conferences, seminars, workshops or certificate programs you attended'. The form has four main sections: 'Title' with a text input field, 'Institution/Presenter/Organization' with a larger text input field, 'Semester & year or dates of event' with a text input field and a note 'Please enter date in the following format (MM/DD/YYYY) or for multiple dates enter (MM/DD/YYYY - MM/DD/YYYY)', and 'Number of Hours' with a text input field. At the bottom of the form are three buttons: 'Back', 'Next', and 'Cancel'. A red arrow points from the left side of the screen to the 'Next' button. The browser's address bar shows several tabs: 'Mail - (4) - Webmail 7.0', 'Zimbra: Inbox (118)', 'View Profile - Julia McKay - in1to', and 'Continuing Professional Education'. The Windows taskbar at the bottom shows the date and time as '2:58 PM 2022-05-16'.

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.**

This screenshot shows the same form as the previous one, but now it displays the information entered. The 'Title' field contains 'l(h)l(j)'. The 'Institution/Presenter/Organization' field contains 'l(j)l(j)k(l)'. The 'Semester & year or dates of event' field contains '05/17/2021'. The 'Number of Hours' field contains '9'. The 'Next' button has been replaced by a 'Save' button. A red arrow points from the left side of the screen to the 'Save' button. The footer of the page contains contact information: '2110 Lorne Street Regina, SK S4P 2M5 | Phone: 306-545-1922 | Toll Free: 1-877-517-7279 | Fax: 306-545-1895 | Email: sasw@accesscomm.ca'. The browser's address bar and the Windows taskbar are also visible.

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”.