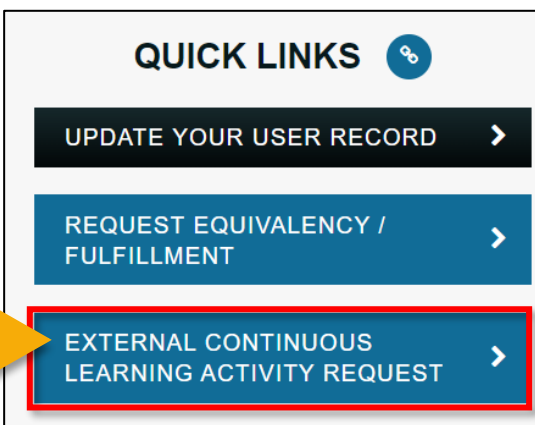


Submit External Continuous Learning (CL) Activity Request

When you need to account for externally obtained CLPs...

Please see page 86 for more guidance on when to use External Continuous Learning (CL) Activity Requests vs. Equivalent/Fulfillment Requests.

Step 1: Click the **External Continuous Learning Activity Request** button under the Quick Links section of the Welcome Page.



Step 2: You will be redirected to the “Add External Training” form. Fields with an * are required. Enter the activity title in the **External Continuous Learning Activity Title** field.

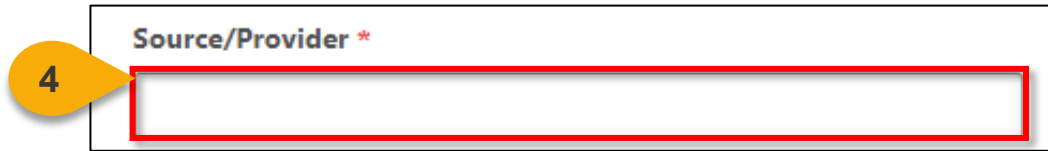
A screenshot of a form field labeled 'External Continuous Learning Activity Title *'. The field is empty and has a red rectangular border. A yellow callout bubble with the number '2' points to the field.

Step 3: Enter an activity description in the **External Continuous Learning Activity Description** field.

A screenshot of a form field labeled 'External Continuous Learning Activity Description *'. The field is empty and has a red rectangular border. A yellow callout bubble with the number '3' points to the field.

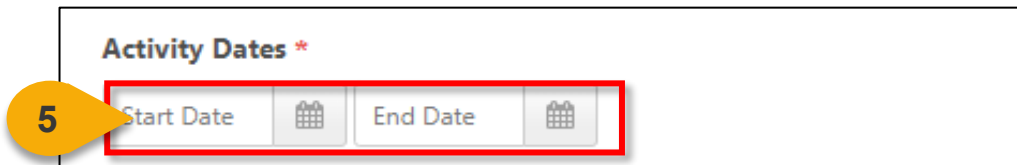
Submit External CL Activity Request (Cont. 1)

Step 4: Enter a source or provider of the activity in the **Source/Provider** field.



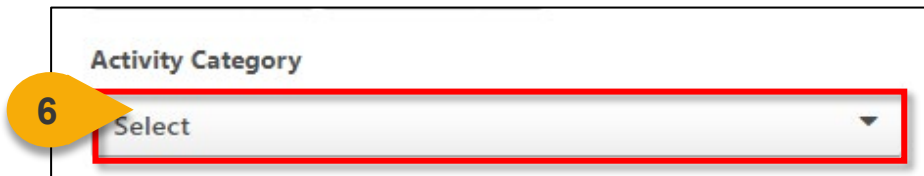
A screenshot of a form field labeled "Source/Provider *". The field is empty and has a red border. A yellow callout bubble with the number "4" points to the field.

Step 5: Add when the activity occurred in the **Activity Dates**.



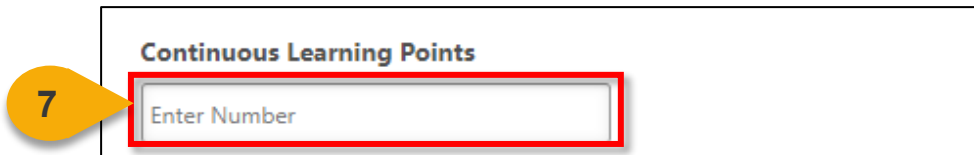
A screenshot of a form field labeled "Activity Dates *". The field contains two date pickers: "Start Date" and "End Date", each with a calendar icon. A red border highlights the field, and a yellow callout bubble with the number "5" points to it.

Step 6: Choose a category from the **Activity Category** dropdown.



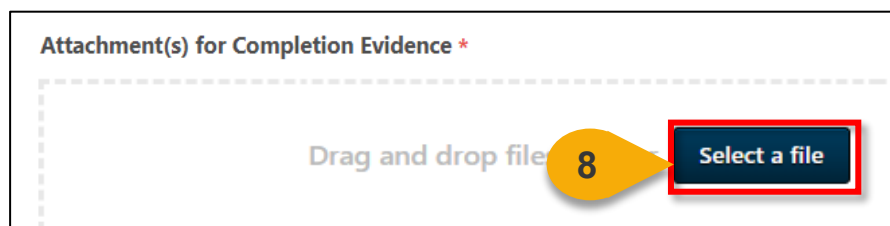
A screenshot of a form field labeled "Activity Category". The field is a dropdown menu with the text "Select" and a downward arrow. A red border highlights the field, and a yellow callout bubble with the number "6" points to it.

Step 7: Enter the Continuous Learning Points (CLPs) this activity was worth in the **Continuous Learning Points** field.



A screenshot of a form field labeled "Continuous Learning Points". The field contains the text "Enter Number". A red border highlights the field, and a yellow callout bubble with the number "7" points to it.

Step 8: Click **Select a File** to attach proof of completion (examples include a certificate of completion, transcript from source/provider, grade from educational institute, etc.).

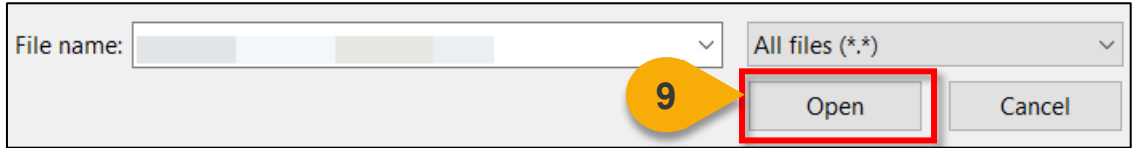


A screenshot of a form field labeled "Attachment(s) for Completion Evidence *". The field contains a dashed box with the text "Drag and drop file" and a button labeled "Select a file". A red border highlights the button, and a yellow callout bubble with the number "8" points to it.

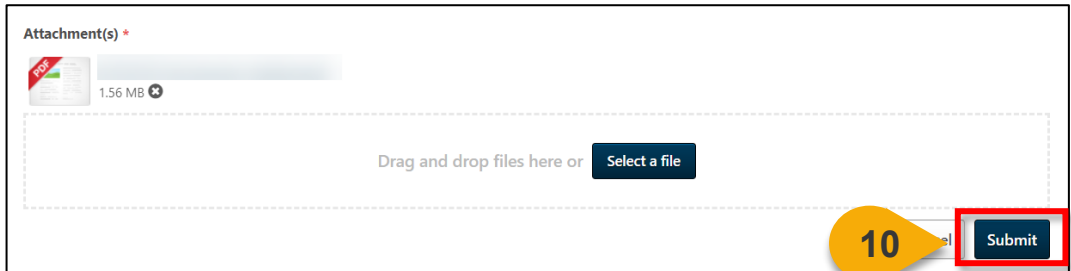
Note: Each attachment is limited to 1 MB, with a maximum of 15 attachments. The file name of the attachment cannot exceed 45 characters or an error stating that the file name is too long will result. Prior to uploading, rename the file to shorten its title if necessary.

Submit External CL Activity Request (Cont. 2)

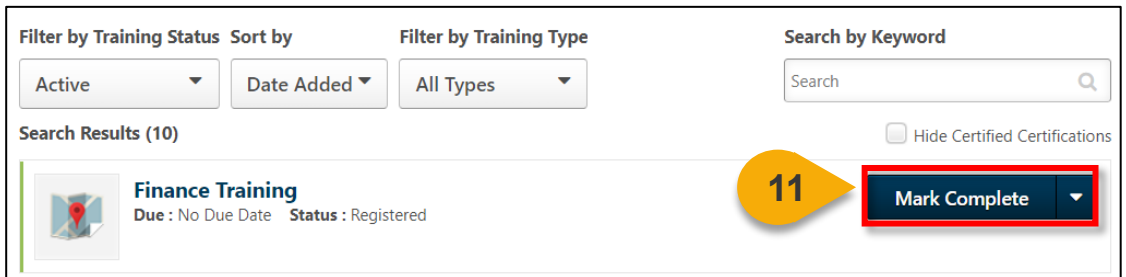
Step 9: Select the file and click **Open**. Allow the file to load.



Step 10: Click **Submit** to submit your External Continuous Learning Activity Request.



Step 11: You will be re-directed to your Active Transcript. Locate the External Continuous Learning Activity Request added and click the **Mark Complete** button.



Note: If the activity is in the future, you will not be able to select Mark Complete until after the end date has passed.

The activity will be routed for agency approval and display on your Completed Transcript when approved.