

Online CE Log Instructions

1. From the quick start menu, select “Update CE Log” from the Manage your license information drop down menu. Then click the blue “Select” button.

Update Profile | Logoff

Quick Start Menu

If you see your license on the right hand of the screen under the "License information" section please **DO NOT** click on the "Add License to Registration" link at the bottom as your license is already associated with this online account. You should see your license options listed below.

If you are trying to apply for a license please choose the appropriate option under the "Start a New Application" section.

If you need to add your license to your online account please click on the "Add Licenses To Registration" option below.

License Information Show Details

License Number: [Redacted]
License Type: [Redacted]

- It is time to Renew!
[Redacted] Renewal Select
- Manage your license information
[Redacted] <Choose Application> Select
- Applicant Activities
[Redacted] Practice Areas Select
- Start a New Application
What are you applying for?
<Choose Board> [Redacted]
<Choose Application> [Redacted] Select
- View Application Status:
Board of Professional Geoscientists [Renewal] Status: Open Details
- Additional Activities
Add Licenses To Registration Select

2. The Update CE Activity Log application should open. Click “Next” to continue.

Update Profile | Logoff

Introduction Update CE Activity Log - Introduction

CE Activity Log This application allows you to enter your Continuing Education activities.
File Attachments Press "Next" to continue.
Summary (pre-fees) Press "Cancel" to cancel this application and return to the main menu.

Next Cancel App

3. Enter the information for one CE entry. For questions about the Continuing Education program, please refer to the TBPG rules or website or call TBPG for assistance. When the entry is complete, click next.

The screenshot shows a web application interface for updating a CE activity log. On the left is a navigation menu with options: Introduction, CE Activity Log (selected), File Attachments, and Summary (pre-fees). The main content area is titled 'Update CE Activity Log - Information'. It includes a section for 'Optional - CE Activity Log' with an 'Add' button. Below this, there is explanatory text about CE requirements for PGs and GITs, and a note that entries must be saved. The form contains several input fields: 'Date Completed' (with a date format hint), 'Activity Title', 'Location', 'Instructor Name', and 'Sponsoring Organization'. There are also radio button options for 'CE Activity Type Code' (Author Credit, Ethics Related, Instructor Credit, Meeting Credit, Participant Credit, Self Study) and three text input fields for 'Duration (in Hours)', 'Professional Development Hours Earned', and 'Carry Over Hours (If you have earned more hours than the requirement)'. At the bottom right are 'Back', 'Next', and 'Cancel App' buttons.

4. Upload a copy of your CE activity log and documentation (optional, but must be available upon request if your license is audited) and click next.

The screenshot shows the 'Update CE Activity Log - Attachments' section of the web application. The navigation menu on the left now highlights 'CE Activity Log' with a blue icon. The main content area is titled 'Update CE Activity Log - Attachments' and contains instructions on how to upload files. Below the instructions is a file upload interface with a 'File Name' field containing a 'Choose File' button and 'No file chosen' text, and a 'Notes' text area. At the bottom right are 'Attach', 'Back', 'Next', and 'Cancel App' buttons. The top right corner of the page has 'Update Profile | Logout' links.

5. To finalize the entry, click submit.

Update Profile | Logoff

Introduction

CE Activity Log

File Attachments

Summary (pre-fees)

Update CE Activity Log - Application Summary

Review the data and press "Submit" to submit this application.
Press "Previous" to return to the previous section.
Press "Cancel" to cancel this application and return to the main menu.

Application | License Type: Geoscientist in Training | Application Date: 09/23/2020

Optional - CE Activity Log | [Edit](#)

Date Completed: (mm/dd/yyyy)	01/01/2000
Activity Title:	Test
Location:	Test
Instructor Name:	
Sponsoring Organization:	
CE Activity Type Code:	Author Credit
Duration (in Hours):	
Professional Development Hours Earned:	
Carry Over Hours (if you have earned more hours than the requirement):	

[Previous](#) | [Submit](#) | [Cancel App](#)