New CEU Provider Web interface.

The web site for providers is changing.

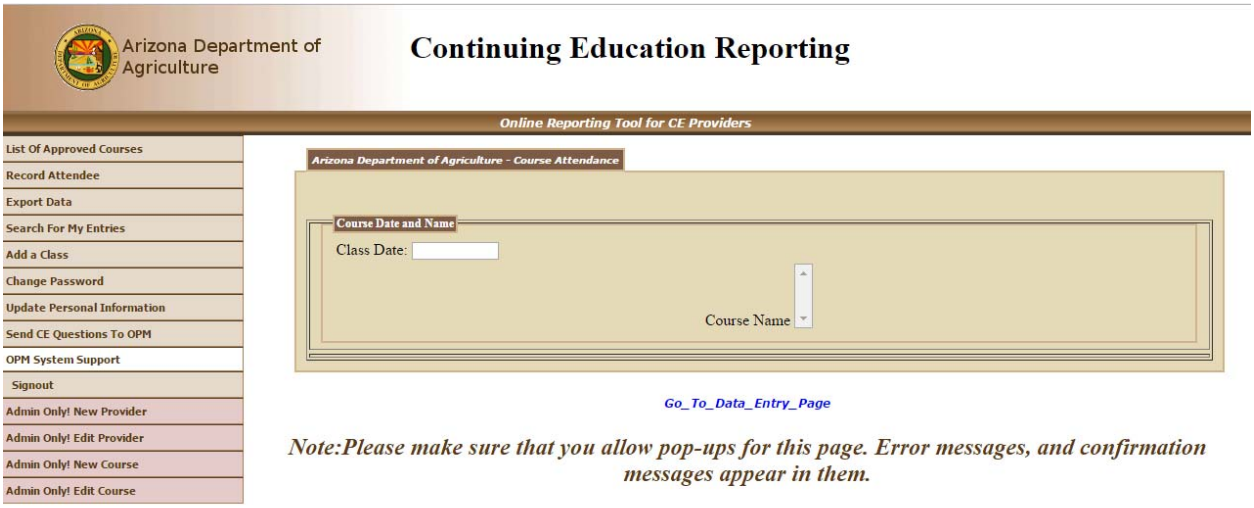
The site will now handles both Agriculture, and Structural Pest Control (PMD) Continuing Education reporting.

The Following are some of the Screens you will see.

Course Attendance:

This is the Initial Attendance Screen:

On this Screen you will choose the date you presented the course(s).

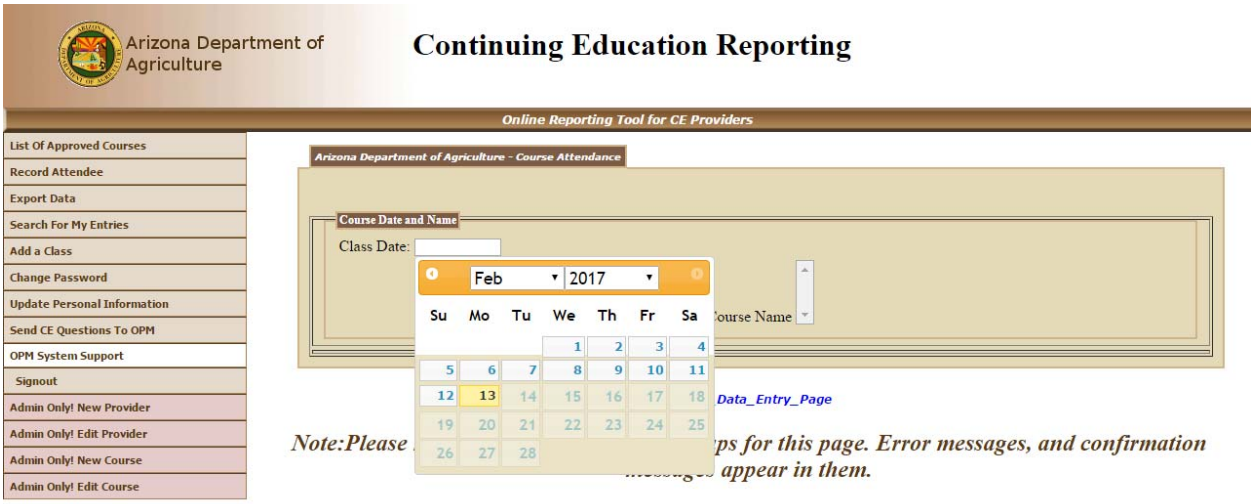


Follow these steps:

1. Click on the Date box and choose the date, you can change the month and year using the dropdown at the top of the month view, select the day of the class. This will populate the Course List with your Courses that are active as of the class date.
2. Select 1 or more courses that all the students attended (hold down the control key <Ctrl> while selecting them).
3. Tab or Mouse outside of the Course Name field. This will create the first input line.
4. Enter a License/Certificate number for the student. The system will look-up that number, if two or more persons have the same number but for different licenses you will be asked to choose between them.
5. Verify student info, check “Ignore” if name does not match your list.
6. Add additional students as in steps 4 & 5.
7. Hit submit.

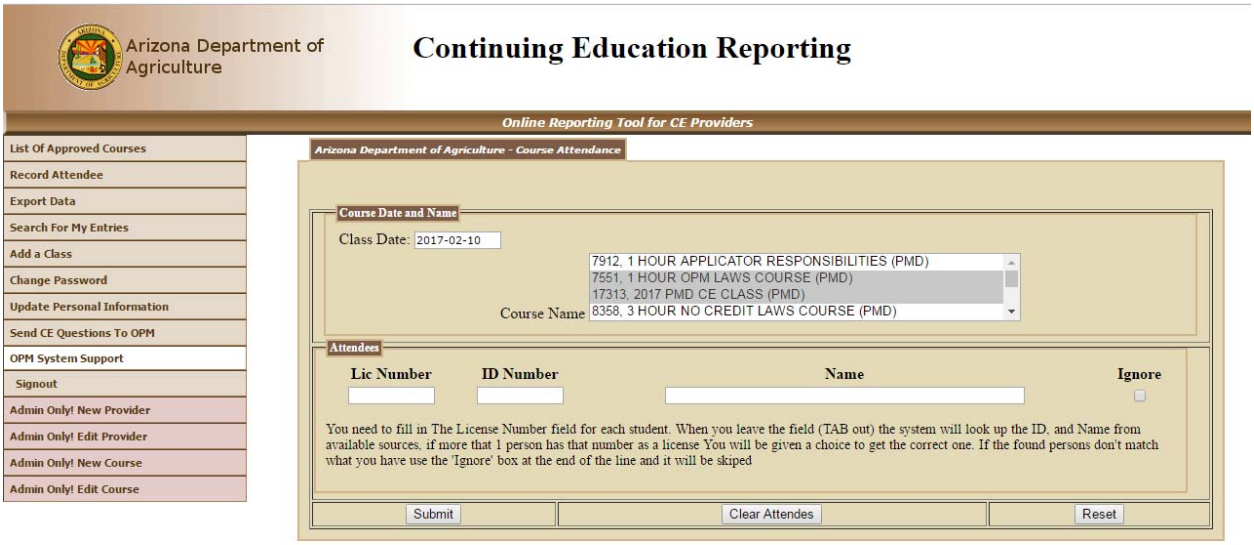
The following will show the screens in the process.

Enter the date Course(s) were done, you will get a date choice popup.



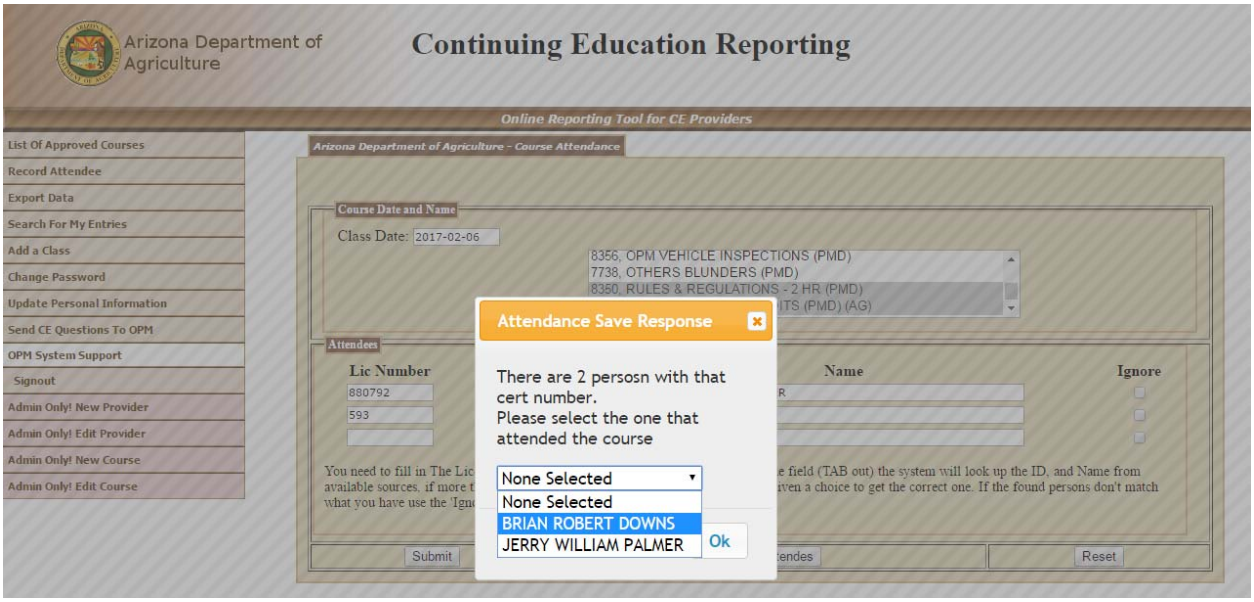
Once a date has been selected the Courses will be populated with those that are active on that date.

Choose the course(s) that were presented. When you leave the Course Name field the first Student line will be presented. Enter a Department of Agriculture License or Certificate number for the student in the "Lic Number" field. The system will look for a person with that number that has a "Current" license on the class date. If none are found you will get a Message of "No records Found".



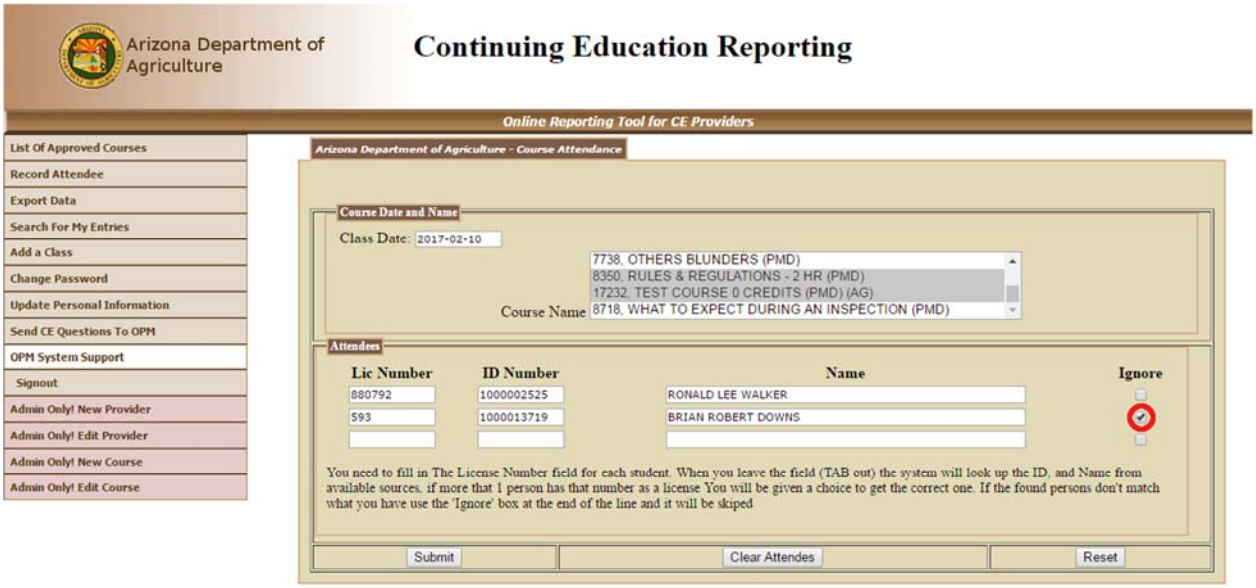
Note:Please make sure that you allow pop-ups for this page. Error messages, and confirmation messages appear in them.

If more than 1 person has a certificate or license that match that number you will be provide with a choice of persons.



Choose one of them, even if none are correct.

If the system provided ID, and Name do not match your attendance sheet then place a check in the "Ignore" checkbox.

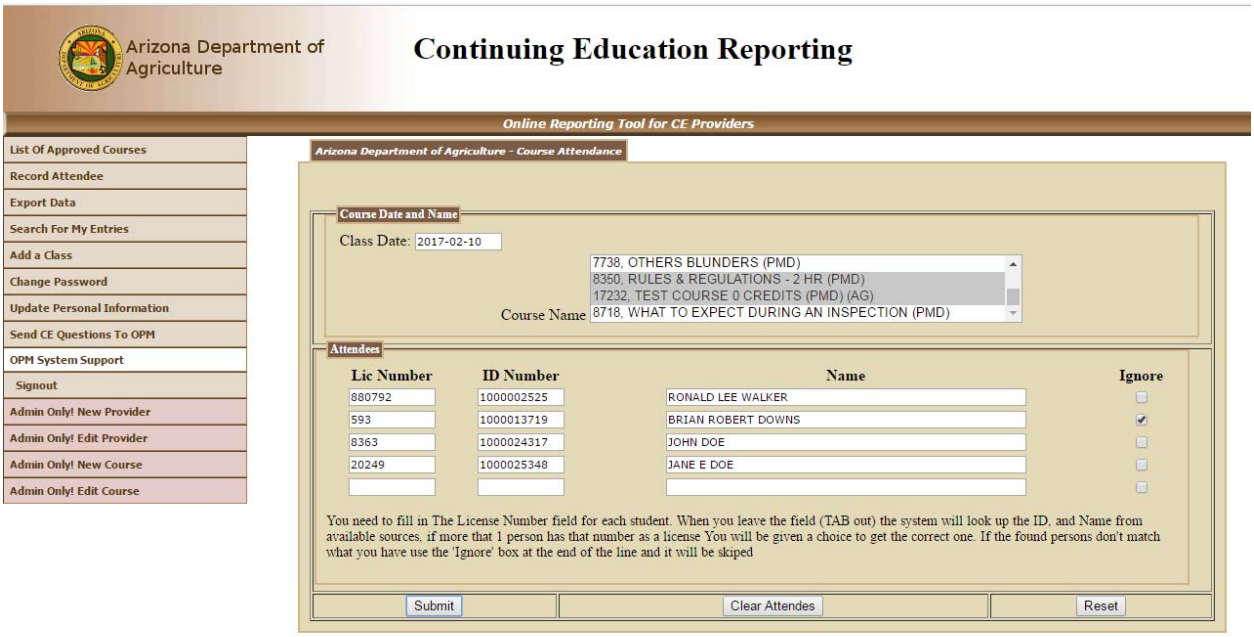


Note:Please make sure that you allow pop-ups for this page. Error messages, and confirmation messages appear in them.

Keep entering certificate or license numbers, the system will populate the ID, and Name columns as you go.

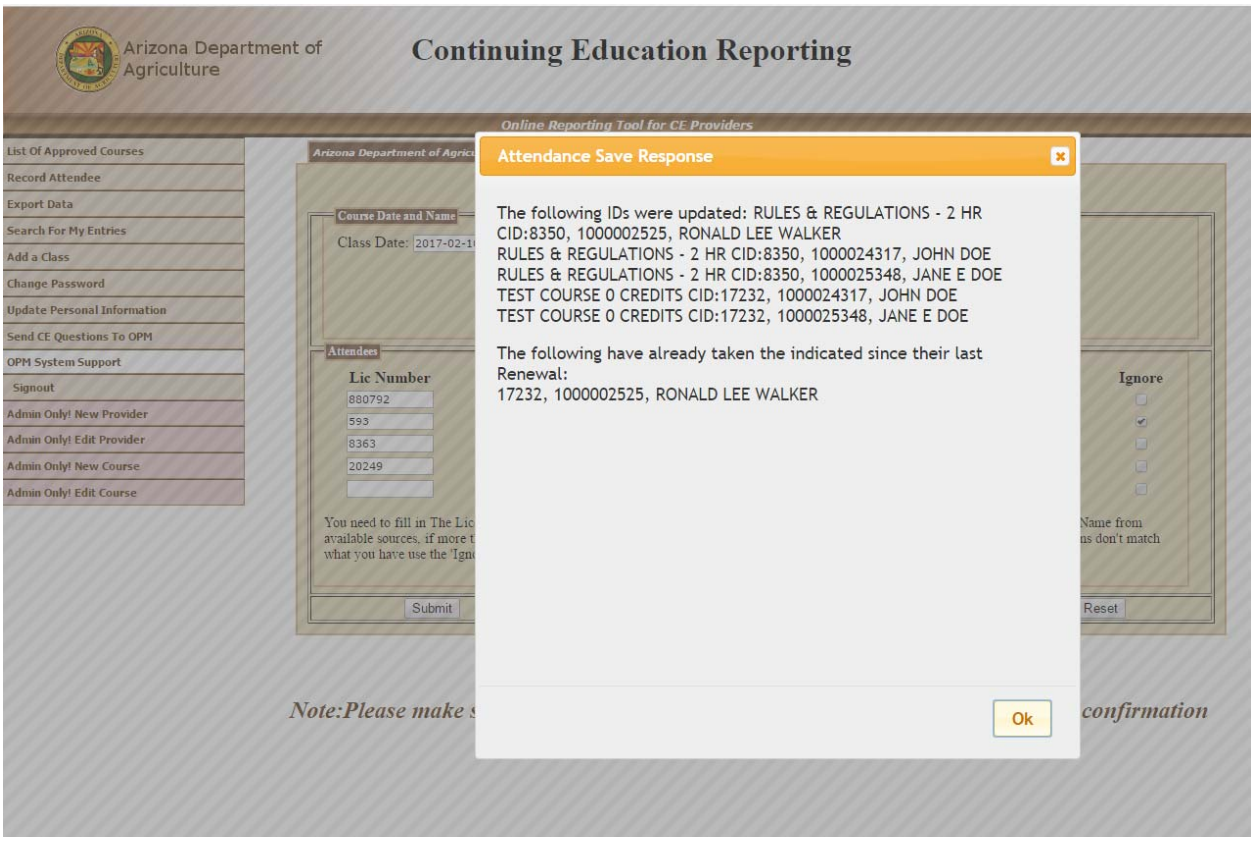
After the number is entered in the correct column and you leave it then the system will populate the ID, and Name columns to allow you to verify the name. The system will also provide a new line for additional input.

You may continue this process till you have entered all attendees for the selected course, but the more you enter the longer the back-end will take to verify and update.



Note:Please make sure that you allow pop-ups for this page. Error messages, and confirmation messages appear in them.

After You “Submit” You will receive a response of the students that got credit, those that already have current CEUs for the course (they are taking the course a second time in a renewal cycle), and any errors.

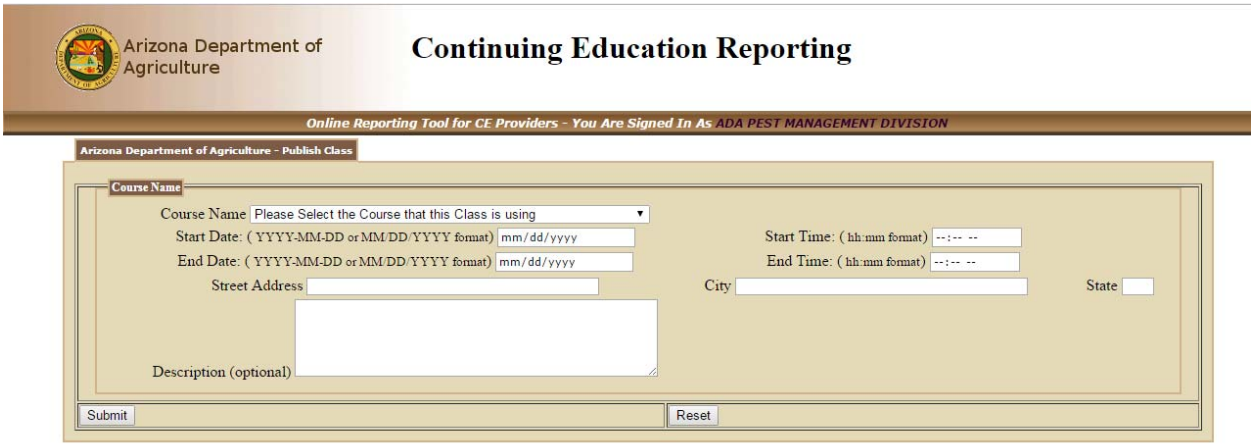


In this case all students got credit for course 8350, but 1 had already taken 17232 since their last renewal.

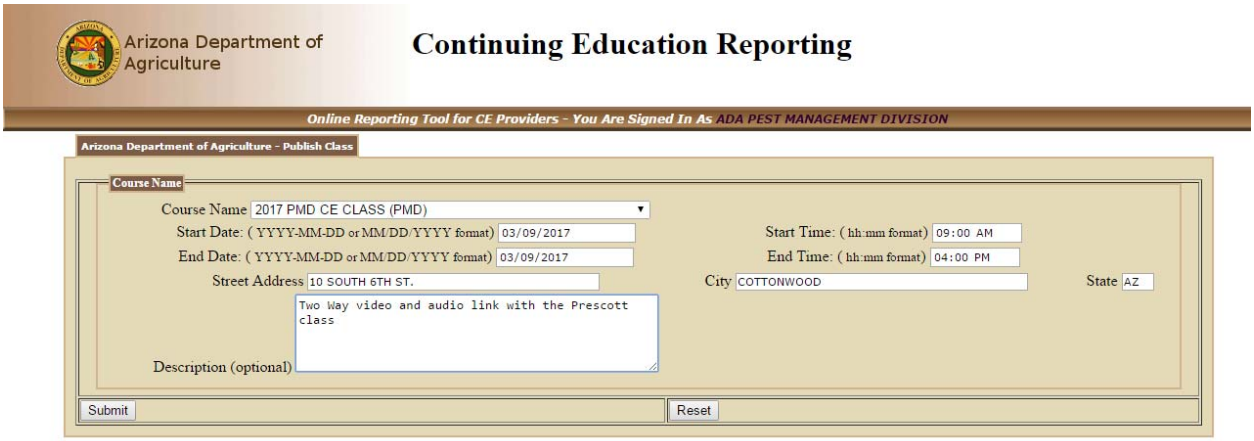
Another new feature is the ability to publish your upcoming classes on the Department's website.

This will allow those looking for CEUs to find your course, and contact information so they can make arrangements to attend, or take your online course.

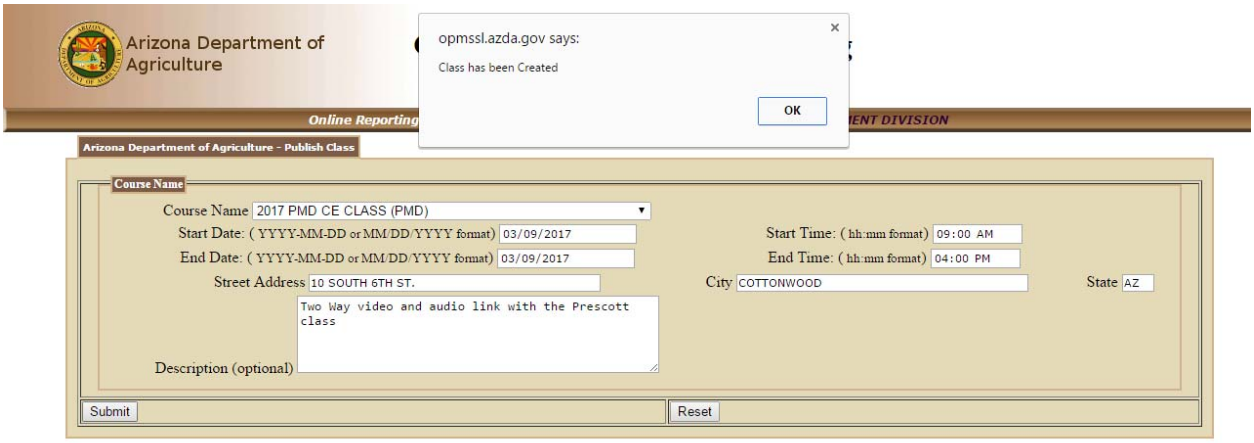
The Initial "Class" setup screen:



You need to select one of your currently approved courses, and the Start and end times along with the location. You may also provide additional information for the class as follows.



The Confirmation screen that a class has been added.



Students will see the class in the search results until the start date of the class.