

## Entering a request for Continuing Education Activity Approval (Individual Educational or Self-Directed Activity)

BEFORE YOU BEGIN THIS PROCESS, COLLECT ALL OF THE SUPPORTING INFORMATION YOU HAVE FOR THE ACTIVITY (IE. AGENDA, BROCHURE, CERTIFICATE OF COMPLETION ETC.) AND SCAN THEM AS PDF FILES. YOU WILL HAVE THE OPPORTUNITY TO UPLOAD THIS INFORMATION AS A REQUIREMENT OF THE REQUEST FOR APPROVAL OF THE ACTIVITY.

1. Go to NCBLA MAIN web site <http://www.ncbola.org>
2. Click 'login' located at the far right on the black menu bar.

If you have not previously logged in, use your email address and the temporary password that was emailed to you. If you do not have the password, click *Forgot Your Password* and the system will email you a temporary one.

3. Under Landscape Architect Activities, select 'Record New Hours/Add A New Course'
4. Select Educational or Self-Directed activity
5. Enter either a keyword from the Activity Title, a keyword from the Activity Sponsor, the Event Location OR the Course Number. (When using the search, please remember that less information will produce more results.) Click 'Search'. If the activity that you attended shows up in the list, you will be able to either *RECORD* the number of hours attended or in the case of On Demand or On Line activities you will click *NEW EVENT* to enter the date and time that you participated in the activity. If the activity cannot be found, click 'Create New Activity'.

Next, you will navigate through a series of screens where you will enter all of the information about the activity you are submitting for review and approval. Note that at the bottom of each of the following screens there is a 'Save for Later' button. This allows you to save your work and come back to it at a later time, picking up where you left off.

Each step in the application process is listed across the top:

*'Education Year'; 'Activity Details'; 'Event Details'; 'Upload Documents'; 'Review & Approval'*

1. The first screen allows you to 'Select the Education Year'.
2. The second screen allows you to 'Enter Activity Details'.

Under 'Activity Details' you should enter the detailed information on the activity.

Click 'SAVE for LATER' or 'Go to Next Step' to move forward

3. The third screen allows you to 'Enter Event Details'.

Under 'Event Details' you should enter the detailed information requested.

Click 'SAVE for LATER' or 'Go to Next Step' to move forward

4. The fourth screen allows you to 'Upload Documents' required for approval of the activity. Enter a description of the documents you are going to upload (ie. Agenda, schedule, syllabus, certificate). Browse your computer and click the desired file. Once you have found the related document on your computer Click 'Go to Next Step' and the file you selected will automatically be uploaded. If you cannot scan the documents then

you must enter details in the *'Document Contents'* box, but space is limited. It is preferred that you upload related documents. If you have more than one document to upload, click *;'Upload Additional Files'*. Do this until all documents have been uploaded.

Click *'SAVE for LATER'* or *'Go to Next Step'* to move forward

5. The fifth and final screen *'Review & Approval'* allows you to review all of the information you have submitted. To make changes simply go back to the section you want to change by clicking on the step you wish to edit and make your changes.

After you have reviewed your entry and made any necessary changes, click *'SUBMIT FOR APPROVAL'* or *'SAVE for LATER'*. Once you click the *'Submit for Approval'* button, you will not be able to make any more changes.

After you *'Submit for Approval'*, your activity will be submitted under your name for review. At any time, you can log in and see what the review status is for your activity. Upon review and approval by the Continuing Education Advisory Committee with final approval by the Board, the activity, and approved CE hours are identified under your name. You will receive only email notification regarding the status of your submittal. If the activity is deferred by the CEAC, you will receive an email prior to the Board meeting. If the activity is approved or denied by the CEAC, it is then submitted to the Board for review at their next regularly scheduled meeting.