Getting to know Your CE Tracker!

So you have just watched and evaluated an ADTA webinar in your CE Center but cannot figure out how to track the CE hours earned ?

We would like to provide our membership a helpful guide to access our new **CE** Tracker and troubleshoot your learning experience.

ADTA launched its new **CE Tracker** in July of 2020 with the hope of providing our membership an efficient way of tracking all CE hours earned.

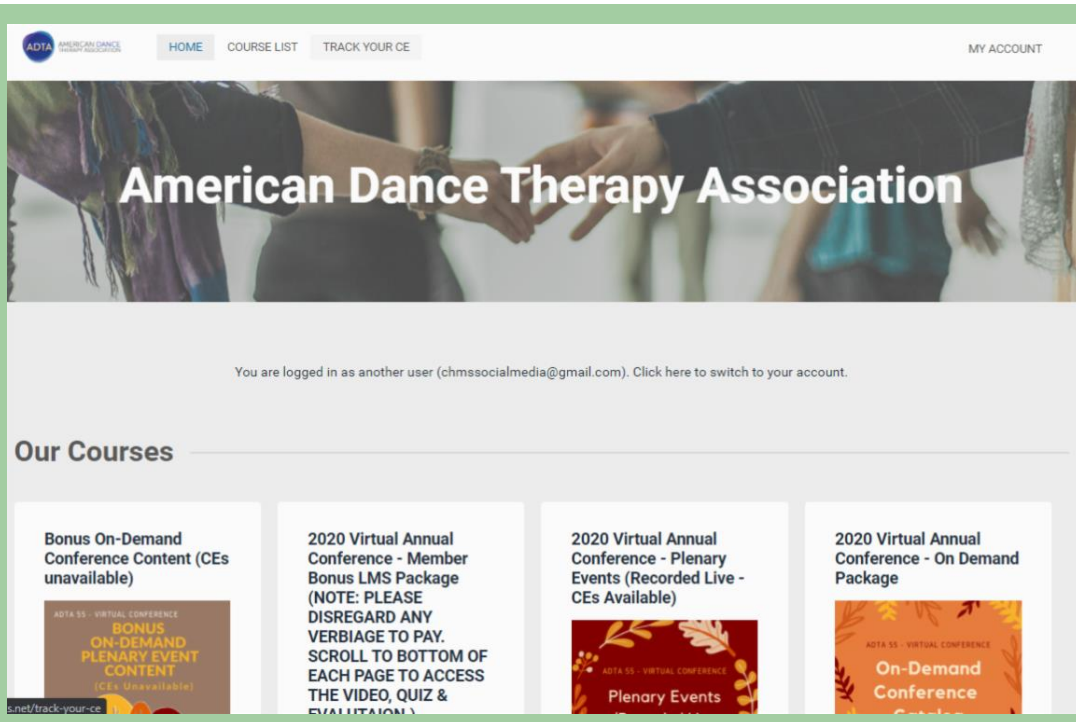
While we understand this new technology has had some glitches and kinks, we are constantly learning more about this new technology and its capabilities. It is our goal to provide the best membership experience possible.

Please remember members can always contact the ADTA office at **info@adta.org** if they are experiencing any technical difficulties and we would be happy to assist you!

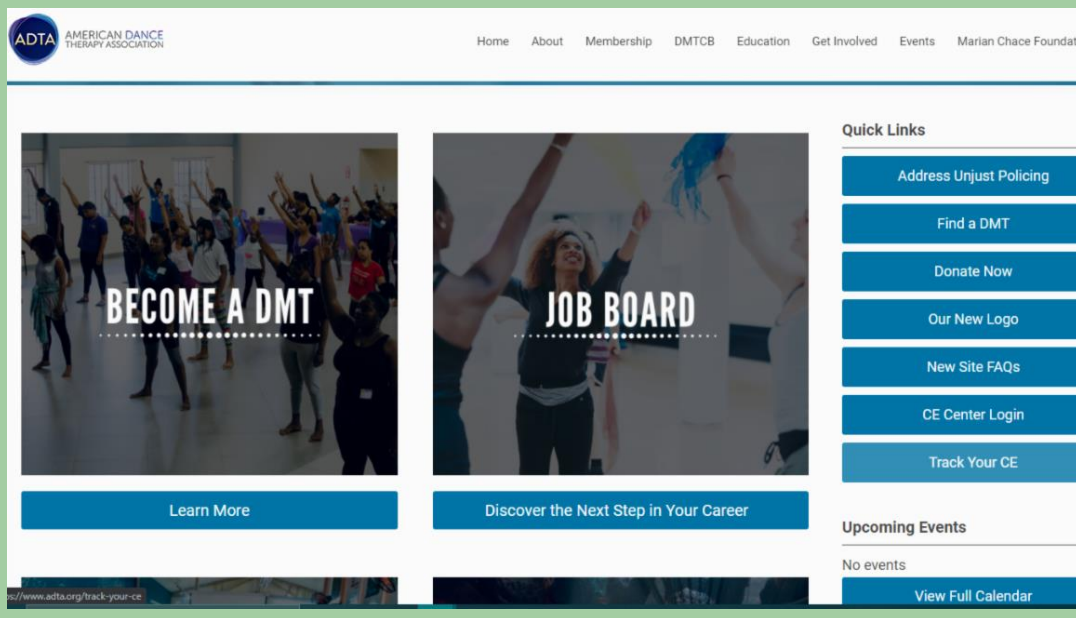
CE Tracker FAQs

Where do I access my CE Tracker?

Your CE Tracker can be accessed from multiple locations within the ADTA website and the CE Center.

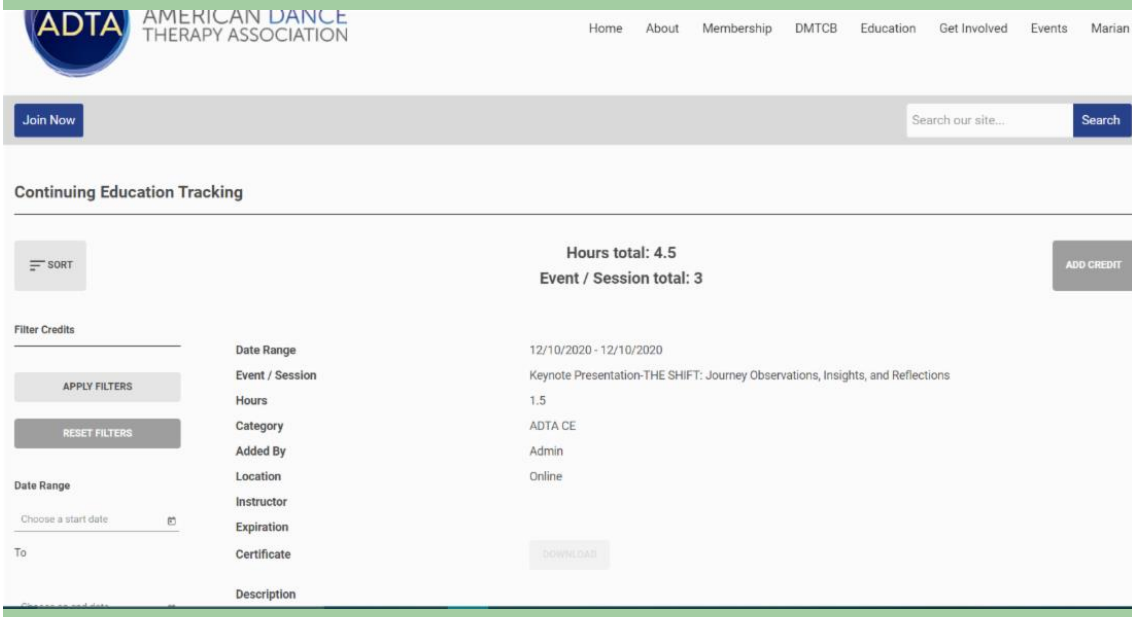


Members who have completed course requirements i the **CE Center** can find the "TRACK YOUR CE" Page on the top menu.



Members who want to go directly into their tracker, can find it on the ADTA Website, in the Quick Link menu on the lower right hand side of any page.

What is my CE tracker and how do I use it?

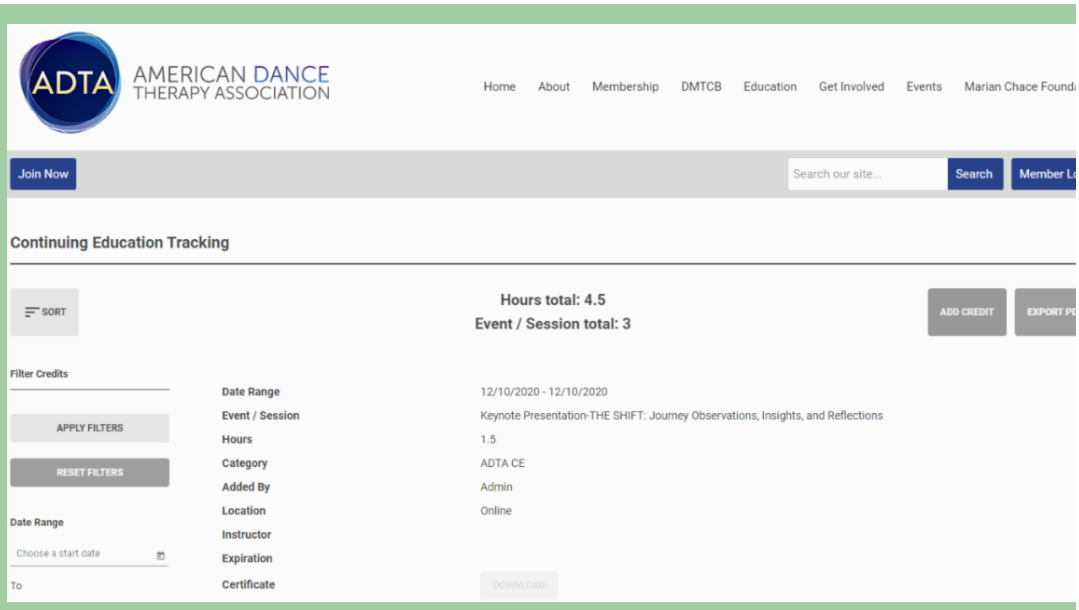


Completed CE hours earned through the ADTA **CE Center** will generate in each member's CE Tracker automatically.

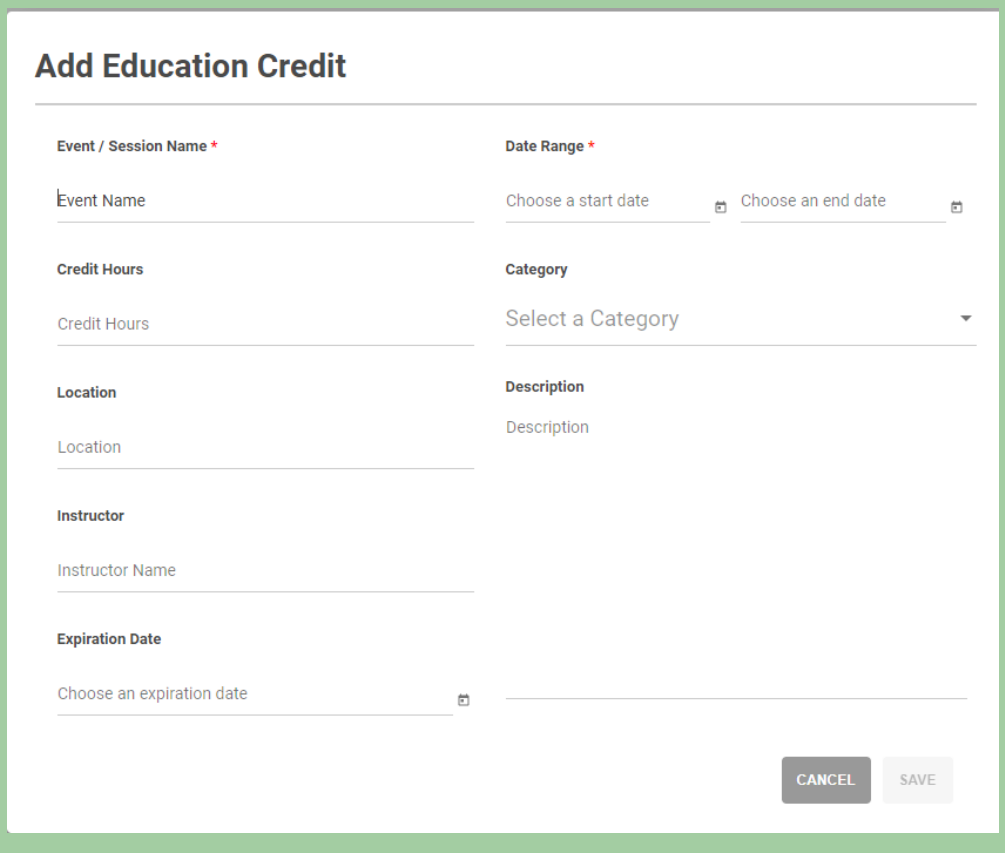
Please Note: CE hours will generate within the tracker based on what category they suffice. For example, if a course provides NBCC, ADTA and LCAT credit hours, you will receive that course **three (3) times** within your tracker to designate each category of hours. Members **can filter different categories in order to view hours for just a single category of credit. This feature is on the lower left-hand of the screen**.

Please Note: Certificates received from the CE Center do not automatically upload in the CE Tracker. If you wish to add these certificates to your tracker, you must download them to your computer and upload them to the tracker.

Can I add credit earned outside of the ADTA CE Center?



Absolutely! Members can use the CE Tracker as a digital folder for all CE credit earned.



To add outside credit, simply click on the "ADD CREDIT" button in the upper right hand side of your tracker page. A pop-up screen to add all credit information will appear.

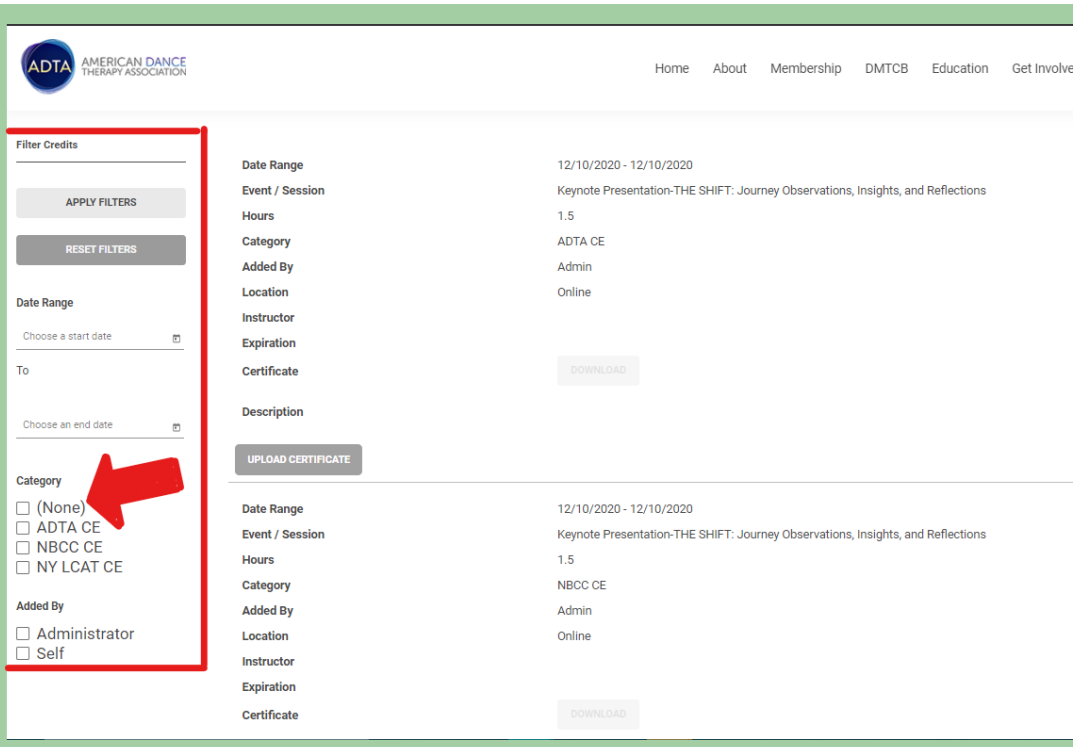
Please Note: The only required information for each credit addition is denoted by an asterisk. This includes Event/Session Name and Date Range. All other information fields listed are optional. Members who have added credit an wish to update/change any information listed must contact the ADTA office at info@adta.org.

Members can also upload a certificate for any CE hours added to their tracker. Once credit has been saved and listed on the main page of your tracker, find the "UPLOAD CERITIFCATE" button for the session. Members can always download any certificate they have uploaded into the tracker for their reference.

Members can also export a PDF of all CE hours listed within their tracker at any time. An "EXPORT PDF" button can be found in the upper right hand corner of your main CE tracker page.

If there are any difficulties using the tracker, members can always reach out to the ADTA office **info@adta.org** for assistance.

How can I see a specific category of hours I have earned?



Members can filter their CE hours by category, date range and how their CEs were added to the tracker. The left hand side of the main tracker page allows members to apply a filter, reset filters and sort what is showing on the main page.

To apply a category, check which CE credit you wish to see in the tracker and click the "APPLY FILTER" button. The list should generate only those courses which provide that credit.

Please Note: The hours listed at the top of the tracker should change when you apply filters. If the hours do not change, then the filter has not worked and you should reset and try this feature again.

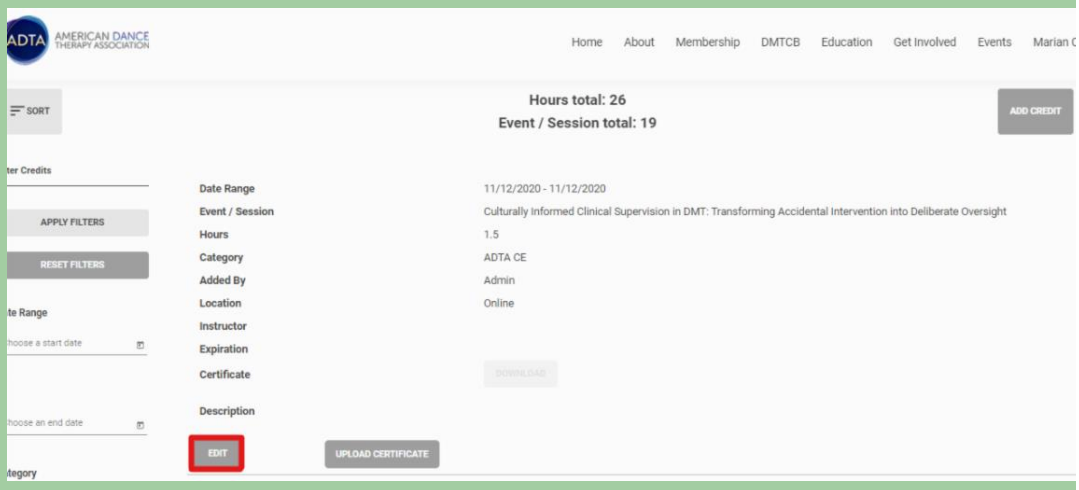
To apply a date range filter, simply input the dates you wish to filter CE hours.

Please Note: This date will be the date you took and earned CEs in the CE Center. Members who have added credit manually, this will be the date you took and earned the credit as well. This is not the date you added the credit to the tracker.

To apply a filter of who added the credit, members should reference the "Added By" section. There are two options in this area: Self and Admin.

Self refers to any credit you have added manually. **Admin** refers to credit added automatically by the system.

Can I edit/delete CE credit from my tracker?



Currently members can only edit any credit in their tracker. Deleting any credit from your tracker can only be done through the ADTA office.

Members can always reach out to the ADTA if credit has been added incorrectly or there are any questions regarding credit at **info@adta.org**.