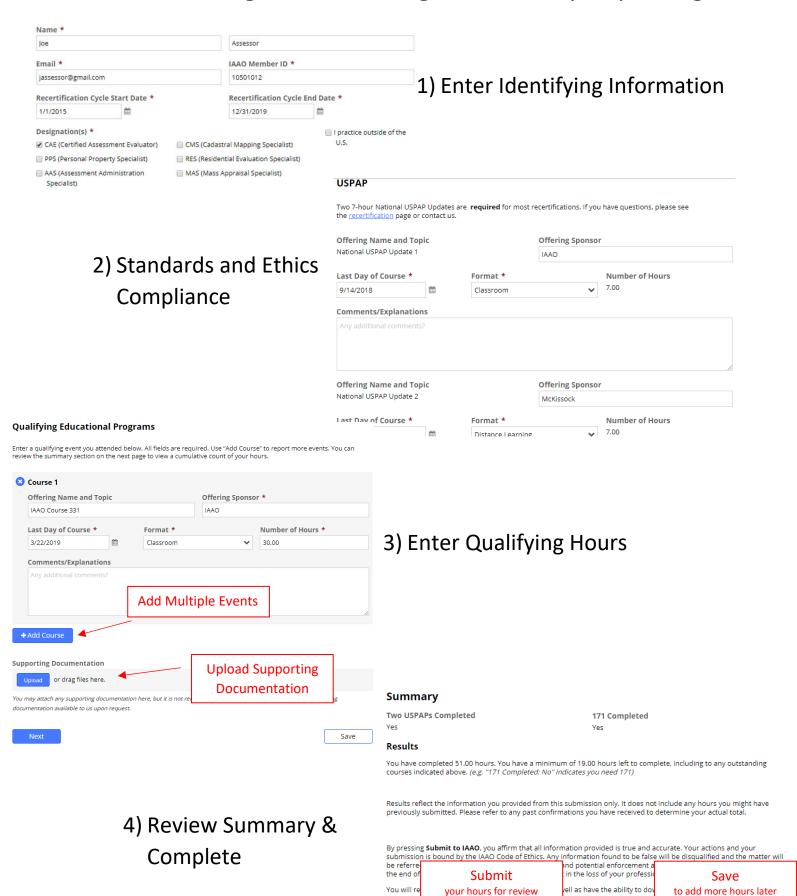
New Continuing Education Log: Fast & Easy Reporting



rm at a later date and w

only submit if you click "Submit to IAAO."

Logging and Submitting Your Hours

- Enter your hours as you earn them, both IAAO events and from other providers
- Use the "Save" button to receive a web link to add more hours to your log later
- Use the "Submit to IAAO" button once you have all your hours.
- Once you "Save" or "Submit," you will receive an email copy for your records. An IAAO staff member will review your log and confirm with you.
- Beginning March 1, 2020, only the new online log form will be accepted for reporting hours

FAQ's

- Q: What are the recertification requirements?
 - o A: Please visit recertification to view the requirements.
- Q: How can I find out my recertification cycle?
 - o A: Please email recertification@iaao.org to inquire about your cycle dates.
- Q: How can I see what hours I have earned through IAAO?
 - A: Log in to your account on <u>www.iaao.org</u>, select My Account from the top of the page, then *View My IAAO Transcript*. Note that many of our live webinars provide hours but do not yet appear on the transcript. You can select *View My Proceedings/Webinars* under My Account for these and also past webinars purchased in our store.
- Q: Where can I find my IAAO membership number?
 - A: Log in to your account on <u>www.iaao.org</u>, select My Account from the top of the page, then Update My Profile. You can view your member number, then cancel without making any changes.
- Q: Why do I have to log my hours earned with IAAO?
 - A: Currently there is no one source for IAAO staff to access credit hours you have earned. Logging your IAAO hours ensures all hours you are entitled to are submitted for review and prevents any delay in recertifying your designation. It also greatly improves the form's results section under the summary so you preliminarily know where you stand against the requirements.
- Q: When is my log form due?
 - A: You have up to two months after your cycle ends to submit your log form.
- Q: What if I need more time to earn or report hours?
 - A: A one year extension is available upon approval of the Professional Development Committee. You can download the required request form here: <u>recertification</u>.
- Q: How can I tell if an event I entered is acceptable before my cycle ends?
 - A: Once you save your log form, an IAAO staff member will review it and confirm the entries with you.