



## CCA CEU Application Review Process

1. The current board CEU Contact will receive an email when an online CEU application has been submitted. If you are the CEU Contact and are the only person reviewing applications for your state/region, you will login to begin the review process. Login at the CEU Review link with the with the email address we have on file for you and your password. If you have forgotten your password, simply click on "Forgot my Password" and a reset code will be emailed to you. You will then create a new password and login.
2. If you are forwarding an application to be reviewed, you will need to tell the reviewer the title of the meeting that needs to be reviewed. The person then reviewing will need to have a contact record with their email address in our system and will login using that email and their password. If they do not have a record in our database, they will need to click on Create Account under First Time Visitors. A confirmation email will be sent to them which will contain their password.
3. When you are in the review screen, there is a list of Pending Meeting Requests. Click "Review" to review an application. The overall meeting information will be displayed. You must first then view each of the sessions (there will always be at least one) and approve or deny each session by clicking the approve or deny button by each session title. Once all of the sessions have been approved (or denied), you must also approve or deny the meeting as a whole by clicking the approve or deny button next to the meeting title and then click on "Submit". If some/any of the sessions have been denied, the approval email will indicate what has been approved and what has been denied.
4. Once the Meeting has been reviewed, it will be removed from the Pending Meeting Requests list.
5. On the main Review CEU Applications page, if you assign tracking numbers, click on Track Meetings. If you only have one session, then simply assign the tracking number to the meeting, by typing the tracking number in the tracking number box and click on Submit. If there are multiple sessions and each session needs a unique tracking number, click on review for that meeting. The meeting details will display with each of the session titles at the bottom. Type the tracking number for a session and click submit. Do this for each session. Close the meeting details and type in the range of tracking numbers in the meeting tracking numbers box and click Submit. The meeting now has been assigned tracking numbers.
6. On this page, you may also search for meetings that have been reviewed for your state/region by tracking number, title, location, speaker session, sponsor, and/or date range.
7. An email will be automatically sent to the requester noting that the meeting has been approved and providing the tracking numbers.
8. If you board currently notifies the meeting contact, you will still need to send the approval letter and sign-in sheets to the meeting contact to use at their meeting.

If you have any questions about the review process, please contact your [representative](#).