

How to enter Practice Hours:

1. Select Record a new Practice Hour

MY PROFESSIONAL DEVELOPMENT

Professional Development Chart
(Max allowed for Category 2 is 1.0 in the previous 5-year period)

Year	Category 1 Credits	Category 2 Credits	Total Allowable Credits
5 Year Totals	2.1	1	3.7

MANAGE YOUR PD

Record a new CE Credit

View/Edit Your CE Credits

Print Your 5 Year CE Credit Entries

MY PRACTICE HOURS

Practice Hours Chart
(Max allowed for Industrial is 960 in the previous 5-year period)

Year	Clinical Practice Hours	Industrial Practice Hours	Total Allowable Practice Hours
5 Year Totals	6,175	0	8125

MANAGE YOUR PRACTICE HOURS

Record a new Practice Hour

View/Edit Your Practice Hours

Print Your 5 Year Practice Hours Entries

2. Enter in the required fields:

- PR Year: select from dropdown
- Employer name: select from dropdown or select other and type in if not listed
- Facility name: type in facility name
- Practice area: select from dropdown or select other and type in if not listed
- Select Next

PRACTICE HOURS -

PR Year *

Select your Employer Name from the drop-down selection. If your Employer Name is not in the list select "Other" and enter the Employer Name in the space provided below:

Employer Name

Employer Name Other

Facility Name *

Practice Area *

Please describe the "Other" Practice Area (if applicable)

3. Enter the following:
 - a. Supervisor Name: type in field
 - b. Supervisor Phone Number: type in field
 - c. Clinical/industrial practice hours: enter number of practice hours
 - d. Select next

The screenshot shows a web form titled "PRACTICE HOURS -". Below the title is a section header "Supervisor Contact Information". The form contains the following fields and labels:

- Supervisor Name * (text input field)
- Supervisor Phone * (text input field)
- Clinical Practice Hours (text input field with the value "0")
- Submitted No
- Approved No
- Approved Date

At the bottom of the form, there are three buttons: "Back", "Next", and "Cancel".

4. Review the page and select: Save