



How to Enter CEU Credits

STEP 1

Go to the **FRA Website Academy Tab** and click on this link <https://fra-members.flcities.com/>

STEP 2

Sign in (Use the login credentials that you use for registering for an event (not the MyFRA system). If you do not have these contact **Jan Newton at jnewton@flcities.com**)

STEP 3

Once you have signed in click on **Academy Reporting** on the top right of your webpage.

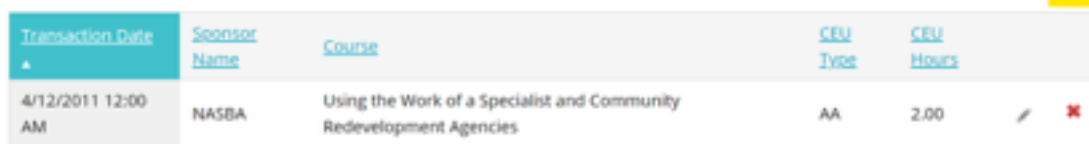
STEP 4

Click on **Enter CEU Credits**

STEP 5

Click on the “+” **sign** to the right of the page. (See sample below with highlighted area)

[Click here to print a summary page to submit for reporting.](#)



Transaction Date	Sponsor Name	Course	CEU Type	CEU Hours		
4/12/2011 12:00 AM	NASBA	Using the Work of a Specialist and Community Redevelopment Agencies	AA	2.00		

Explanation:

Transaction Date	= Date of Course - Use the Calendar Icon
Sponsor Name	= Entity Sponsoring Course
Course	= Program/Course Title
CEU Type	= Conference, Course, etc.
CEU Hours	= 1 hour equals 1 CEU

NOTE:

- You will not need to enter any credits that you have obtained through FRA. (i.e. Academy Courses or Annual Conference, etc. These will be recorded automatically.)
- You will need to enter any credits obtained by any of our approved education programs. **See approved list in the Program Guidelines document.**
- To obtain a list of your credits click on: [Click here to print a summary page to submit for your reporting use.](#)

- If you need to print your list use control-P keys on your keyboard. If you need a PDF version look at your available printers and choose print-to-pdf option.