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 (<u>not</u> the MyFRA system). If you do not have these contact **Merrily Bennett at mbennett@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**

<u>NOTE:</u>

- 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.