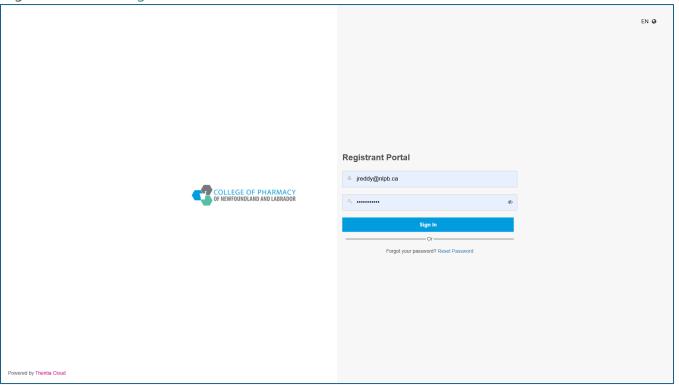


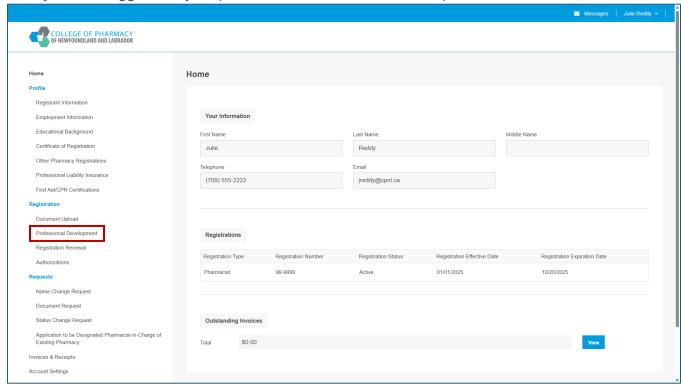
REGISTRANT PORTAL USER GUIDE

Adding Professional Development Activities
October 23, 2025

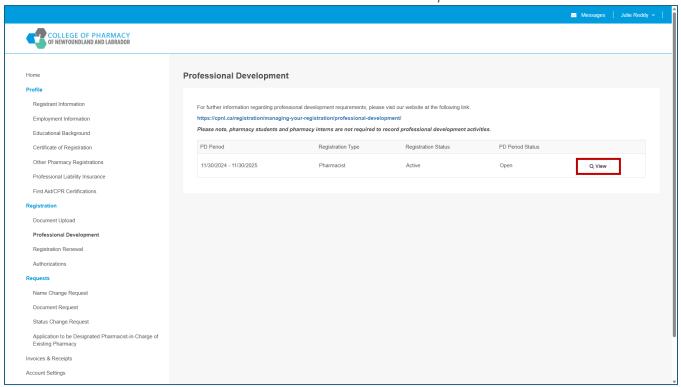
1. Log into the CPNL Registrant Portal.



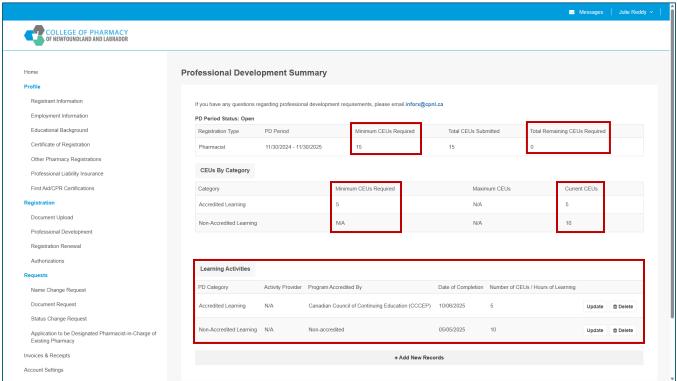
2. Once you have logged into your profile, click on Professional Development on the side menu.



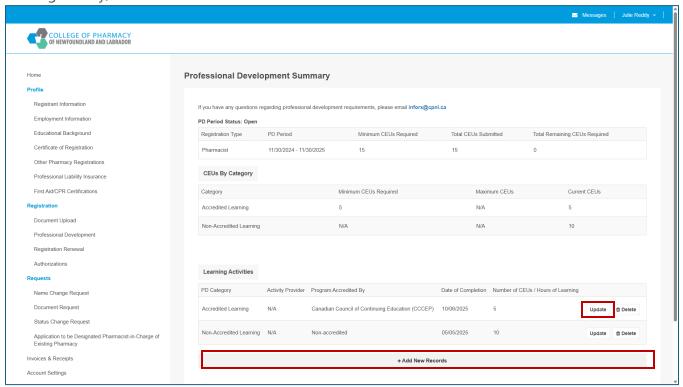
3. Click the View button for the PD Period with the PD Period Status Open.



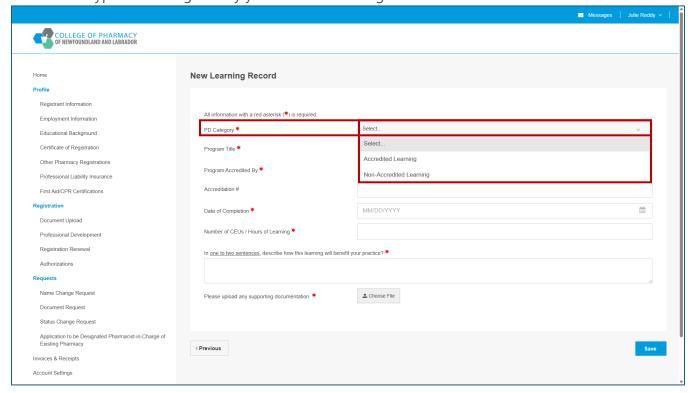
- 4. Review your submitted for the PD Period.
 - a. The CE Period table will list the *Minimum CEUs Required*, *Total CEUs Submitted*, and *Total Remaining CEUs Required* for the current period.
 - b. The CEUs By Category table will list the Minimum CEUs Required and the Current CEUs for each Non-Accredited Learning and Accredited Learning.
 - c. The *Learning Activities* table will list each learning activity that has been submitted for the current PD period.



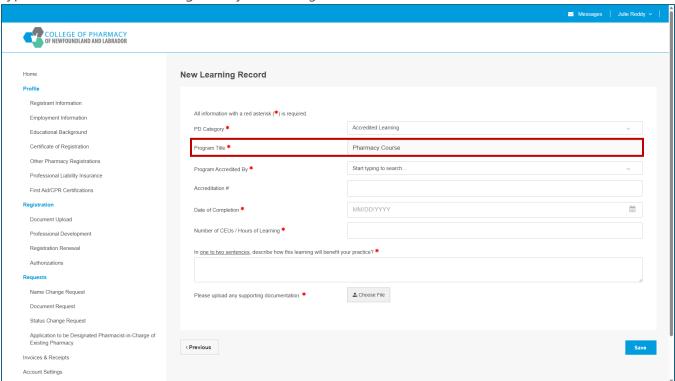
5. To edit a learning activity, click the *Update* button next to the appropriate record. To add a new learning activity, click the + *Add New Records* link.



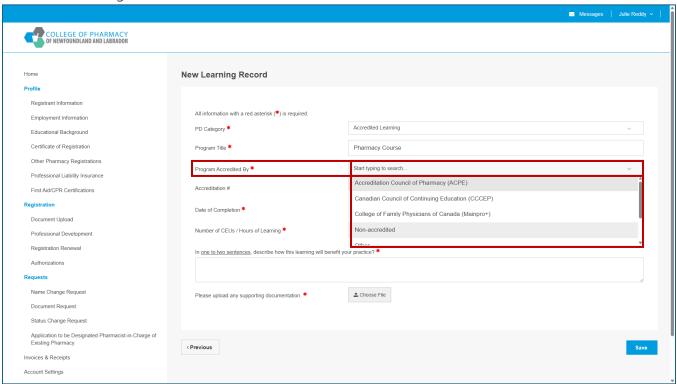
6. Select Accredited Learning or Non-Accredited Learning from the *PD Category* dropdown box to indicate the type of learning activity you are documenting.



7. Type the name of the learning activity in the *Program Title* field.

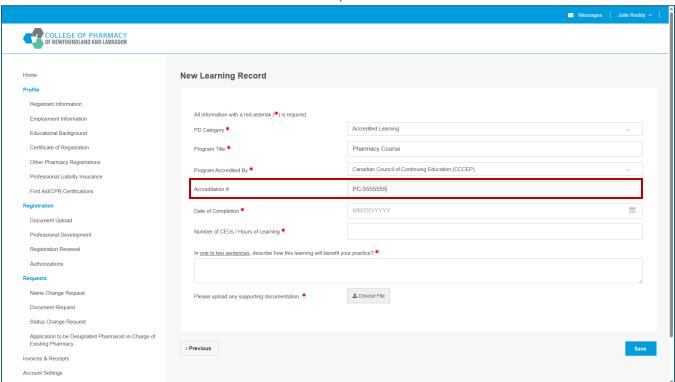


8. Start typing the accreditation body into the *Program Accredited By* search field to select. For non-accredited learning activities, select *Non-accredited*.

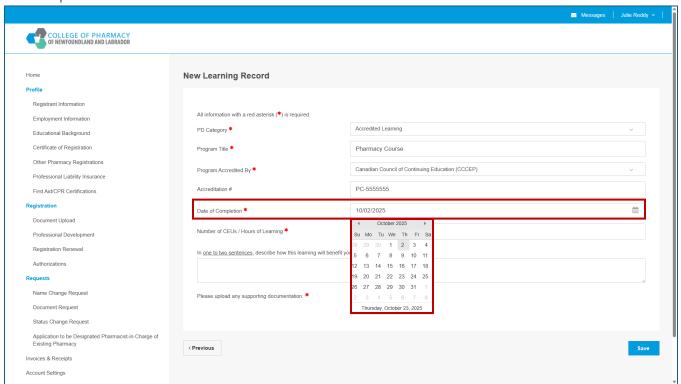


9. Type the accreditation number in the *Accreditation #* field. Leave the field blank if the learning activity is non-accredited.

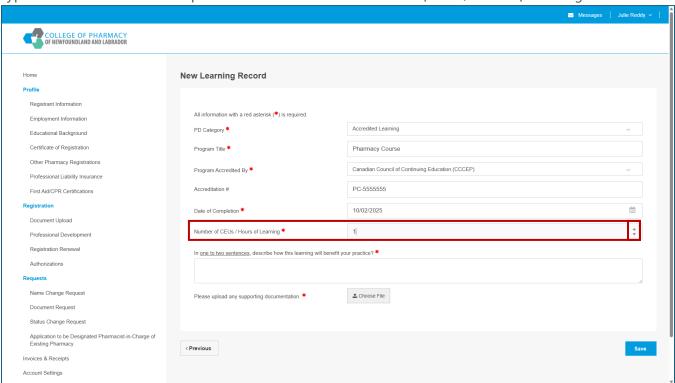
Note: An accreditation number must be documented for all accredited activities.



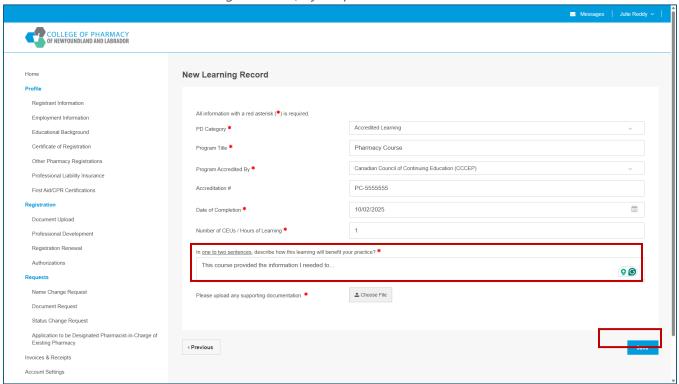
10. Click the calendar icon in the *Date of Completion* field and select the date that the learning activity was completed.



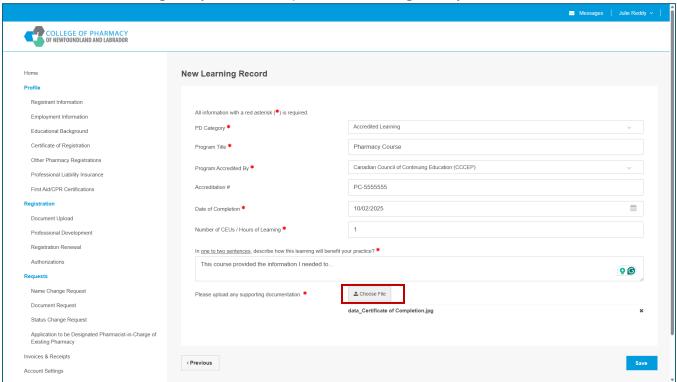
11. Type the number or use the up and down arrows in the Number of CEUs/Hours of Learning field.



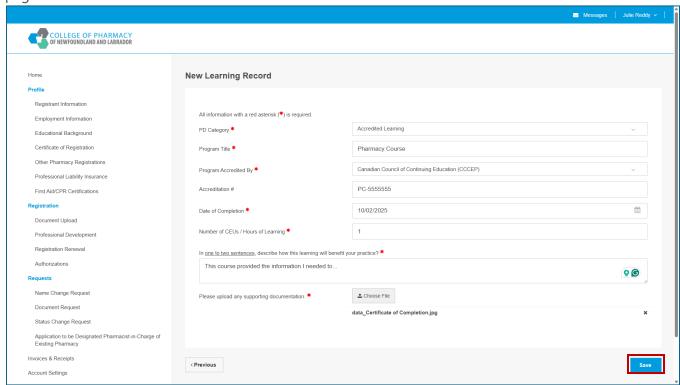
12. Type a brief description of how the learning activity will benefit your practice in the *In one to two sentences, describe how this learning will benefit your practice?* field.



13. Click the *Choose Files* button to upload a copy of your certificate of completion or other documentation indicating that you have completed the learning activity.



14. Click the Save button to save the record and return to the Professional Development Summary page.



15. The learning activity will now appear in the Learning Activities table under the current PD period.

