

DELPROS PORTAL DASHBOARD – REGISTERED USERS

Continuing Education Tracker

Quick Reference Guide

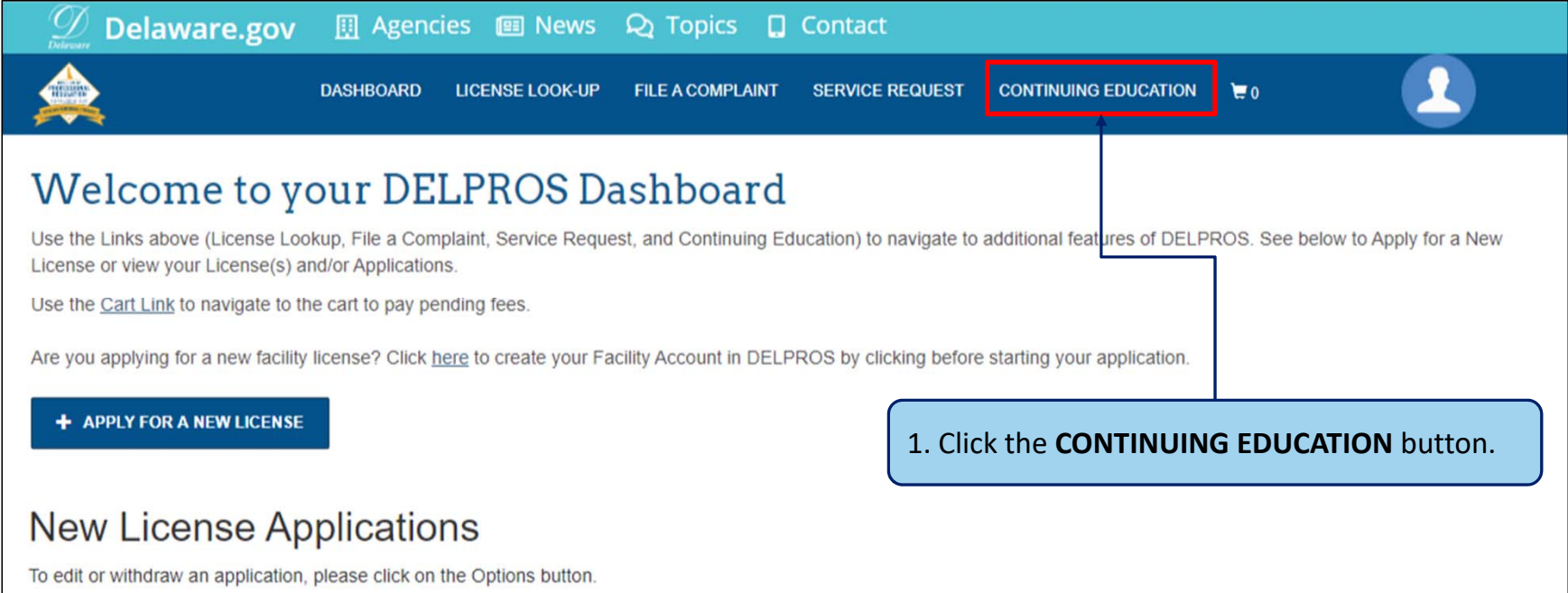
June 2020



Continuing Education Hours - Add CE Hours

This section illustrates how users can add CE Hours to the CE Tracker from the portal Dashboard

DELPROS PORTAL



The screenshot shows the DELPROS Portal interface. At the top, there is a navigation bar with the following links: Agencies, News, Topics, and Contact. Below this is a secondary navigation bar with: DASHBOARD, LICENSE LOOK-UP, FILE A COMPLAINT, SERVICE REQUEST, and CONTINUING EDUCATION (highlighted with a red box). A shopping cart icon with '0' is also present. A user profile icon is on the right. The main content area features a welcome message, instructions on how to use the portal, and a prominent blue button labeled '+ APPLY FOR A NEW LICENSE'. A callout box with a blue border and white background contains the instruction: '1. Click the CONTINUING EDUCATION button.' An arrow points from this callout box to the 'CONTINUING EDUCATION' button in the navigation bar.

Delaware.gov Agencies News Topics Contact

DASHBOARD LICENSE LOOK-UP FILE A COMPLAINT SERVICE REQUEST **CONTINUING EDUCATION** 0

Welcome to your DELPROS Dashboard

Use the Links above (License Lookup, File a Complaint, Service Request, and Continuing Education) to navigate to additional features of DELPROS. See below to Apply for a New License or view your License(s) and/or Applications.

Use the [Cart Link](#) to navigate to the cart to pay pending fees.

Are you applying for a new facility license? Click [here](#) to create your Facility Account in DELPROS by clicking before starting your application.

+ APPLY FOR A NEW LICENSE

New License Applications

To edit or withdraw an application, please click on the Options button.

1. Click the **CONTINUING EDUCATION** button.

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Continuing Education Tracker

Continuing Education Details

Record your continuing education courses by clicking the Add Course button.

Retain the original CE document(s) to provide proof of completion of the CE requirements in case you are selected for audit.

There are three methods to add continuing education courses:

- 1. By Provider:** You can select courses submitted by approved providers by first selecting a provider from the provider column. You can then select from a list of pre-approved courses by that provider in the Course Name column.
- 2. By Course:** You can browse and select approved courses by clicking the Course Name field.
- 3. Manual Entry:** Lastly, you can manually enter course information in each column if you cannot locate your course from the previous two options. Enter all key topics covered in the course that satisfies specific subjects required by your license in the attribute field. (e.g. Ethics, Accounting, Safety.)

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Profession * None	Provider * Search Providers
Course Name * Search Courses	Hours * Hours Completed
Category Category	Completion Date * Completion Date
CANCEL	SAVE

3. Select the **Profession** from the picklist, and populate the rest of the fields as required.

4. Click **SAVE**.



Note: Some fields (i.e. hours) may pre-populate based on the information entered in the other fields.

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DELPROS PORTAL

Agencies News Topics Contact

Success

Your Continuing Education course record was created successfully. Following a renewal, a percentage of licensees will be selected for an audit of their CE Course hours. Please do not send in or upload any CE documentation to the Board office unless you are notified that you have been selected for an audit. Note: Files must be less than 20 MB in size.

CANCEL CONTINUE

5. Click **CONTINUE**.

ADD COURSE

Continuing Education Hours - Add CE Hours

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You can see all CE courses added in your Continuing Education Tracker from your Dashboard.

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COURSE NAME	BOARD	PROVIDER	HOURS	APPROVED CODE	DESCRIPTION	COMPLETION DATE
Course 1	Accountancy	Delaware Society of CPAs	100.0			2/18/2020

ADD COURSE



Note: CE hours are tracked based on profession and renewal period. Most CE hours cannot be used for multiple licenses.