



## CEU Tracking Procedure

The **CEU Tracking Form** is an Excel spreadsheet. You enter the information, and the spreadsheet automatically adds up your total CEU's. The following instructions will guide you through the process.

**Open the CEU Tracking Form.** At the lower left of the spreadsheet you will see two buttons:

- Your CEU's
- Example

**Click on "Example".** You will see an example tracking form for John Doe with three training courses entered. If you scroll to the bottom you will see the total CEU's highlighted in yellow. Refer to this example sheet as you complete your own.

**Now, click on the sheet "Your CEU's"** (at the lower left) to go to your own sheet. Enter the following:

- Name
- Enrollee Number
- For each training session in which you participated, enter the following
  - o The date of the session, name and presenter, sponsor, and format.
  - o An "X" in the appropriate column to indicate "Technical", "Business" or "Marketing".
  - o The number of CEU's in the correct CEU column.

**Scroll to the bottom of the spreadsheet,** and you will see your total number of CEU's.

**Save your document.** Click on "File" (upper left), "Save As", and give the file a new name of your own.