Instructions for Entering/Uploading Continuing Education Hours

(Please note that you <u>DO</u> <u>NOT</u> need to enter in your certifications into your TRIS account. Those can ONLY be added by the training provider. If you go to "My Account" and down to "Training Record" and hit "Get Report", your official Training Record will be displayed and you will see that your certification have already been entered by your training provider).

Step 1: Log in to your TRIS account (if you need assistance with logging in, please email us at csa@ky.gov).

Step 2: Go to the "My Account" tab at the top right-hand corner beside the "Contact/Help" tab.

Step 3: Go down to "Submit Continuing Education Credits".

Step 4: Enter in your role, whether that is Adult Peer Support Specialist, Youth Peer Support Specialist, Family Peer Support Specialist or Targeted Case Manager. (**Please note:** the role you select is the role those CE hours will count towards in the system so it is <u>**VERY**</u> important to select the correct role).

Step 5: Enter in the exact title of the training you attended (you cannot just enter PSS or Peer Support Specialist or Relias Trainings-it has to be the exact title of the training that you attended. **Please note:** It is character sensitive so please make sure you to shorten the title to less than 18 characters long if it is too long).

Step 6: Enter in the number of continuing education hours for that training (please keep in mind that the number of CE hours **<u>MUST</u>** be listed on that certificate in order for them to count).

Step 7: Click on the upload/attach button to upload your certificate as proof of completion. You will then select your file/certificate and hit "Upload". *(make sure the certificate isn't saved with a long title or has numbers or special characters in the title)*

The certificate MUST include the following:

- Issued to you
- Include the title of the training
- Include the number of Continuing Education (CE) hours
- Include the date of the training
- Have the company name/trainer listed on the certificate

Step 8: Check the disclaimer checkbox.

Step 9: Hit "Submit".