**National Blindness Professional Certification Board**

**Structured Discovery Recertification**

**Continuing Education Tracking Sheet Directions**

This document provides an explanation of how to properly use the Continuing Education (CE) Tracking sheet in Microsoft Excel that you will need to use for reporting your Continuing Education Units (CEUs) to the NBPCB Office. We strongly suggest that you maintain a list of your points throughout the duration of your certification, but only submit them as part of your packet when you are applying to uphold your SD certification with our organization.

Note: Please save the Continuing Education Tracking spreadsheet to your computer before entering any information as your computer may recognize it as being protected, and therefore not allow any data to be entered. The process of saving the document will unlock this security feature if necessary.

The CE Tracking sheet is formatted as follows:

Enter your name in Cell B1

Enter the date you are submitting the form in B2, and

Enter your Structured Discovery Certification number in B3.

Below this information you then have 3 columns that comprise your summary: Category, Total Points Earned Per Category, and Total Allowable Points. The 6 categories are listed under the first heading. The other 2 columns will automatically fill in as you enter your CEUs further down in the spreadsheet and display a total for each category, as well as your overall total. Please remember that you are limited to earning no more than 50 points per category except for Category 1: Direct Service, which has a limit of 25 points. Additionally, you must have a minimum of 10 points in Category 6: Professional Ethics.

Note: You cannot directly edit or enter information into this section, it is protected and will automatically summarize your points for you.

Row 14 contains the headings: Date, Description of Activity, Category#, Points Earned, and Additional notes or explanation.

Beginning in cell A15 is the Date column: You can enter a specific date, range of dates, or just the year for which you are claiming points.

Beginning in column B15 is the Description of Activities: here you will write out a short description of the work, conference title, or other activity for which you are seeking continuing education.

Beginning in column C15 is the Category#: Here you must enter a number from 1 to 6 which corresponds with the category for which you are claiming points. For example, Category 3 is Professional and Community Service. If you are claiming points under this area, simply put the number 3 for the Category#. It is important that you do not put words or symbols in this column, as your summary will not total correctly.

Alternatively, to select the category of continuing education points, hold down the Alt key and press down arrow in column C. This opens a dropdown list of the six categories. Using up or down arrow, move to the category you wish to select. Press enter to choose that category and then tab over to the next column.

Beginning in column D15 is the Points Earned: Here you enter the total number of points you are claiming for that activity. For example, if you are claiming 6 points for a conference you attended, simply just put the number 6 here. Again, it is very important not to put words or symbols in this column, as your summary will not total correctly.

In Column E15 is Additional Notes or Explanation: This field is optional, but it allows you to include additional information.

Be sure to list each activity separately on its own row.

As you enter your activities in this document, the spreadsheet will automatically calculate all the points you have earned back at the top in the summary section, as well as those that are allowable under each category. The third column of the summary, Total Allowable Points, will automatically truncate your points if they exceed the allowable amount that can be counted for that category.

Any questions about continuing education tracking or the use of this spreadsheet can be directed to the NBPCB Office at admin@nbpcb.org.