



Instructions to Record Your CEUs

1. You will receive a session ID code at the end of your education session. You may record the session ID code here _____.
2. Please go to www.ifma.org, click on the learning tab at the top of the page, then click on the “Record Your CEUs” button on the left hand side of the navigation bar.
3. The page below will open. You must have your membership number and password to successfully record your CEUs. If you are a nonmember, please click the non-member box and fill out the required information.
4. Once you have completed the form click submit. Your CEUs will be uploaded to your record. Once we have verified the entry you will receive a certificate of participation via email. Please allow 7 to 10 business days to receive the certificate.
5. If you have any questions about the session ID number or the course content please contact the hosting chapter/council.

The screenshot shows a web browser window with the URL http://devapps.ifma.org/ceu_main/. The page features a navigation menu on the left with categories such as CFM Credential, FMP Credential, I-Sessions, Group Learning, Classroom Courses, Online Courses, Certificate Programs, Approved Provider Programs, Approved Licensed Providers, IFMA's Recognized Degree Program (IFMA Foundation), Conferences & Events, Symposiums, Research, Online Store, Join or Renew Membership, Glossary of Terms, Competency Areas, and Online Self-Assessment. The main content area has a red header with the text "IFMA Education Record your CEU Credits". Below the header, a message states: "In order to use this automated form you must know the Session ID Number. If you do not have this number please contact the Chapter/Council that hosted the event." A section titled "Add your CEU Credits" contains a form with the following fields: "IFMA Member" (radio buttons for Yes and No), "Session ID" (text box), "First Name" (text box), "Middle Initial" (text box), "Last Name" (text box), "Company" (text box), "Address" (text box with a dropdown arrow), "Phone" (text box), "Fax" (text box), and "E-mail" (text box). A "Submit" button is located at the bottom of the form. The Windows taskbar at the bottom shows the Start button, several open applications, and the system tray with the time 8:46 AM.