



THE ADTA CE CENTER AND CE TRACKER USER GUIDE

WELCOME TO THE ADTA CE CENTER & CE TRACKER

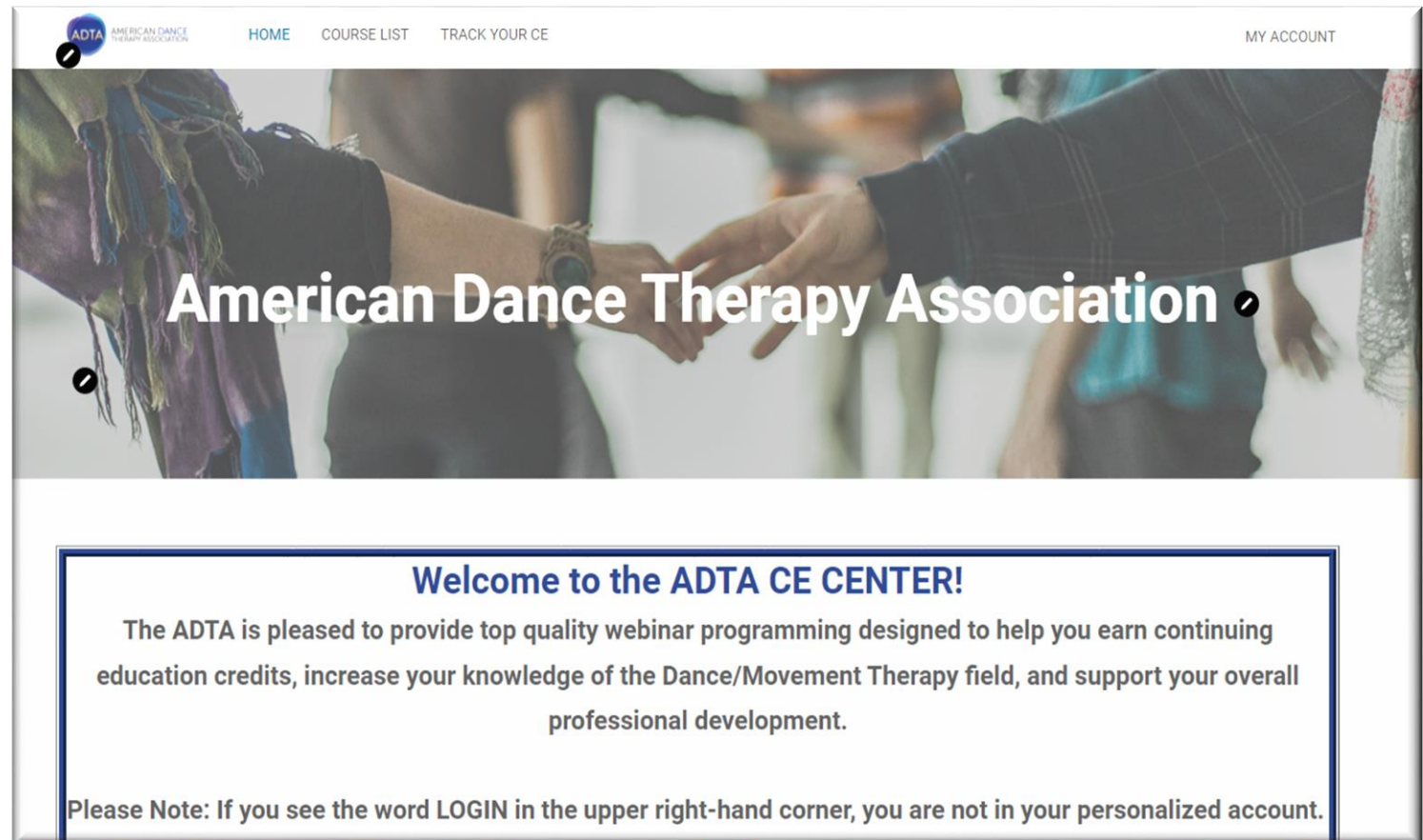
The ADTA is excited to present these new platforms that will allow our community to take advantage of continuing education opportunities. This guide contains step by step instructions outlining basic operations of the new platforms.

We encourage users to review this guide and to keep it handy for reference. Additional questions can be directed to our CE manager at ce@adta.org or the ADTA office at info@adta.org.

WHAT IS THE CE CENTER?

The CE Center is a **Learning Management System**. This is the platform ADTA has implemented to house its On-Demand content and provide continuing education opportunities. You do not need to be a member of the ADTA to access the content within the platform (though ADTA members do benefit from lower registration fees.)

Please note: The CE Center works in conjunction with an existing ADTA account. For **first time CE Center users**, once you purchase a webinar or package, you have a profile added to the system. The CE Center login information is the same information for your ADTA account. If you have previously used the CE Center and are purchasing or accessing new content, you simply need to enter the CE Center directly to do so.



ADTA AMERICAN DANCE THERAPY ASSOCIATION

HOME COURSE LIST TRACK YOUR CE

MY ACCOUNT

American Dance Therapy Association

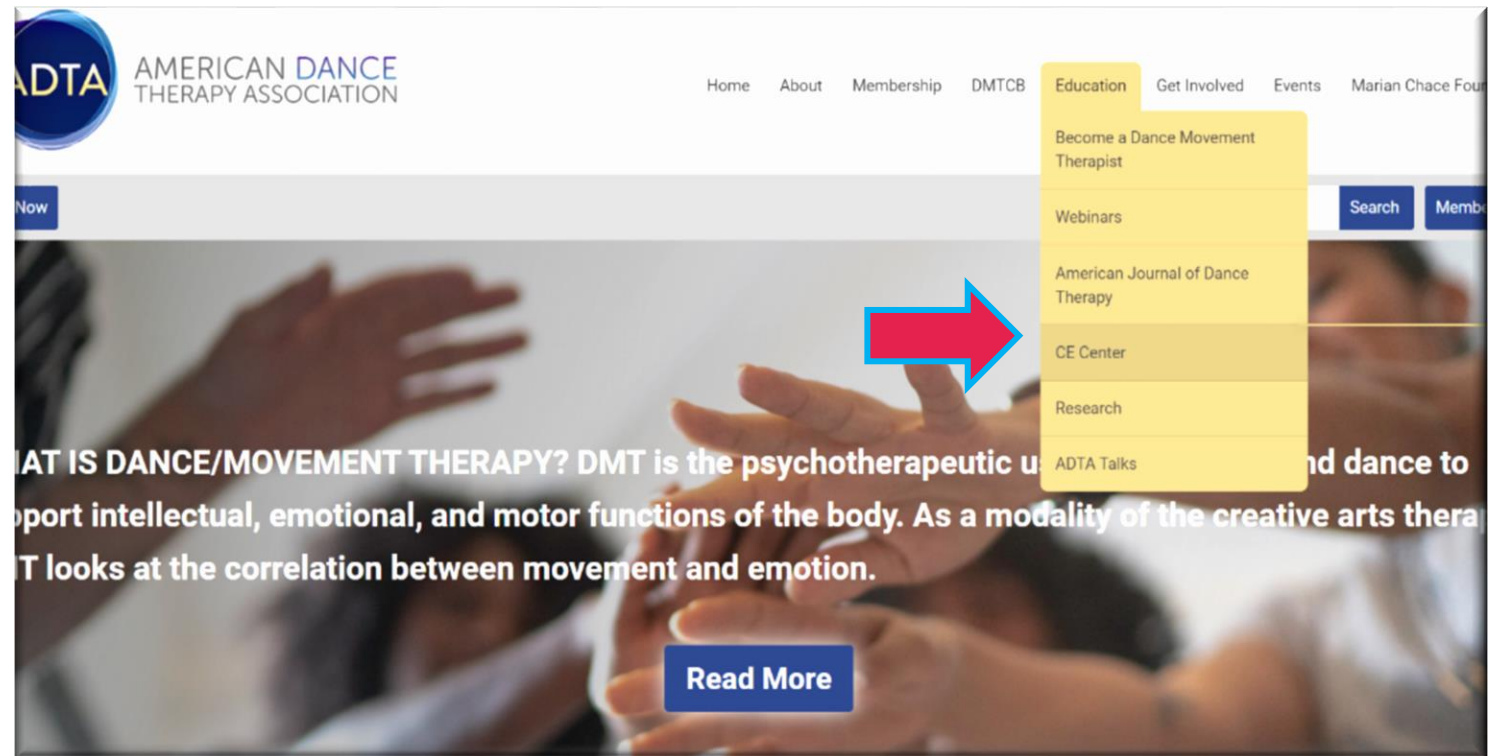
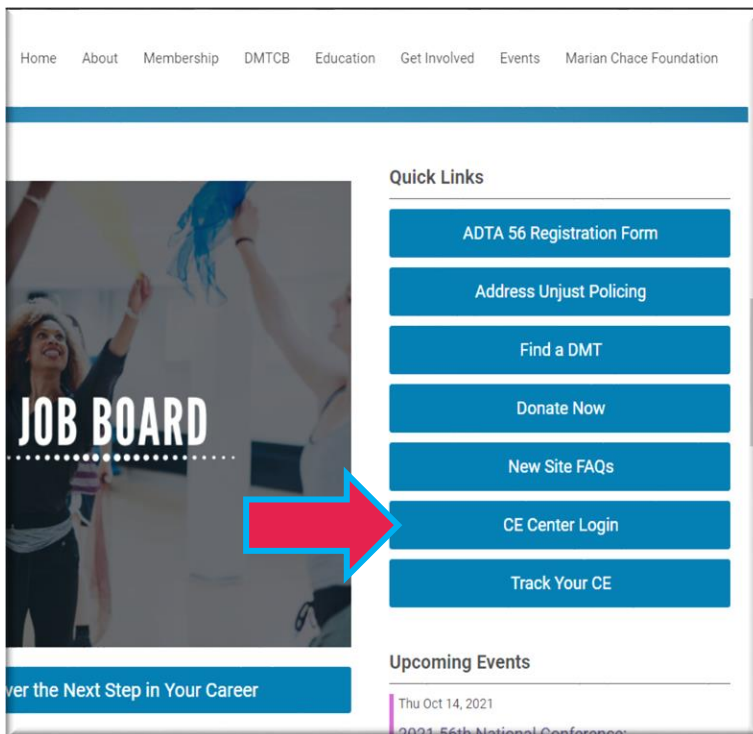
Welcome to the ADTA CE CENTER!

The ADTA is pleased to provide top quality webinar programming designed to help you earn continuing education credits, increase your knowledge of the Dance/Movement Therapy field, and support your overall professional development.

Please Note: If you see the word LOGIN in the upper right-hand corner, you are not in your personalized account.

HOW DO I ACCESS THE CE CENTER?

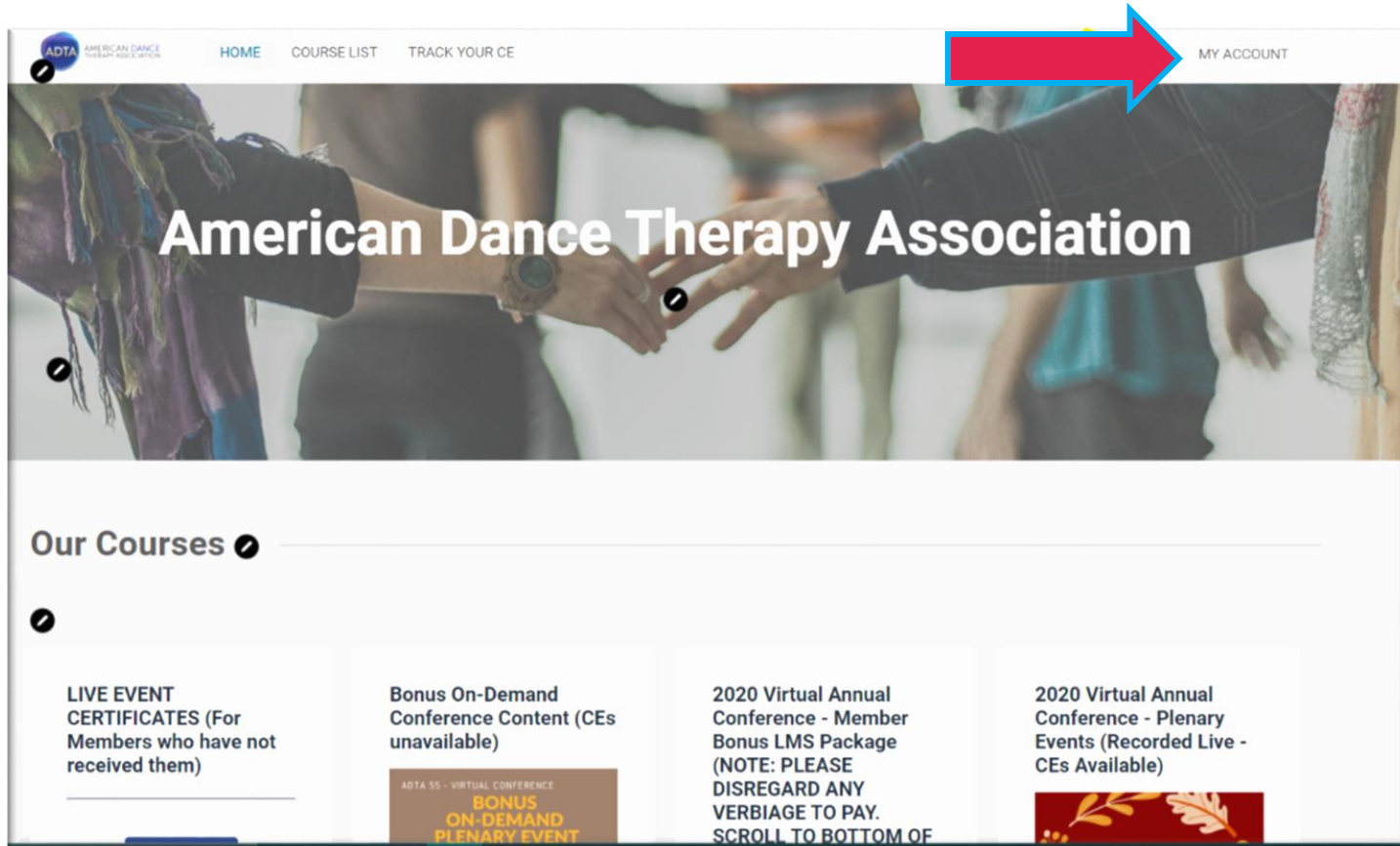
You can also access this page from the quick links generated on the right-hand side of any ADTA website page (**see arrow**).



Users can access the CE Center directly from the homepage of the [ADTA website](#).

Place your mouse on the **Education** tab in the top menu and a drop-down menu will appear. Click on the wording CE Center (**see arrow**).

HOW DO I KNOW I HAVE SUCCESSFULLY LOGGED INTO MY ACCOUNT?

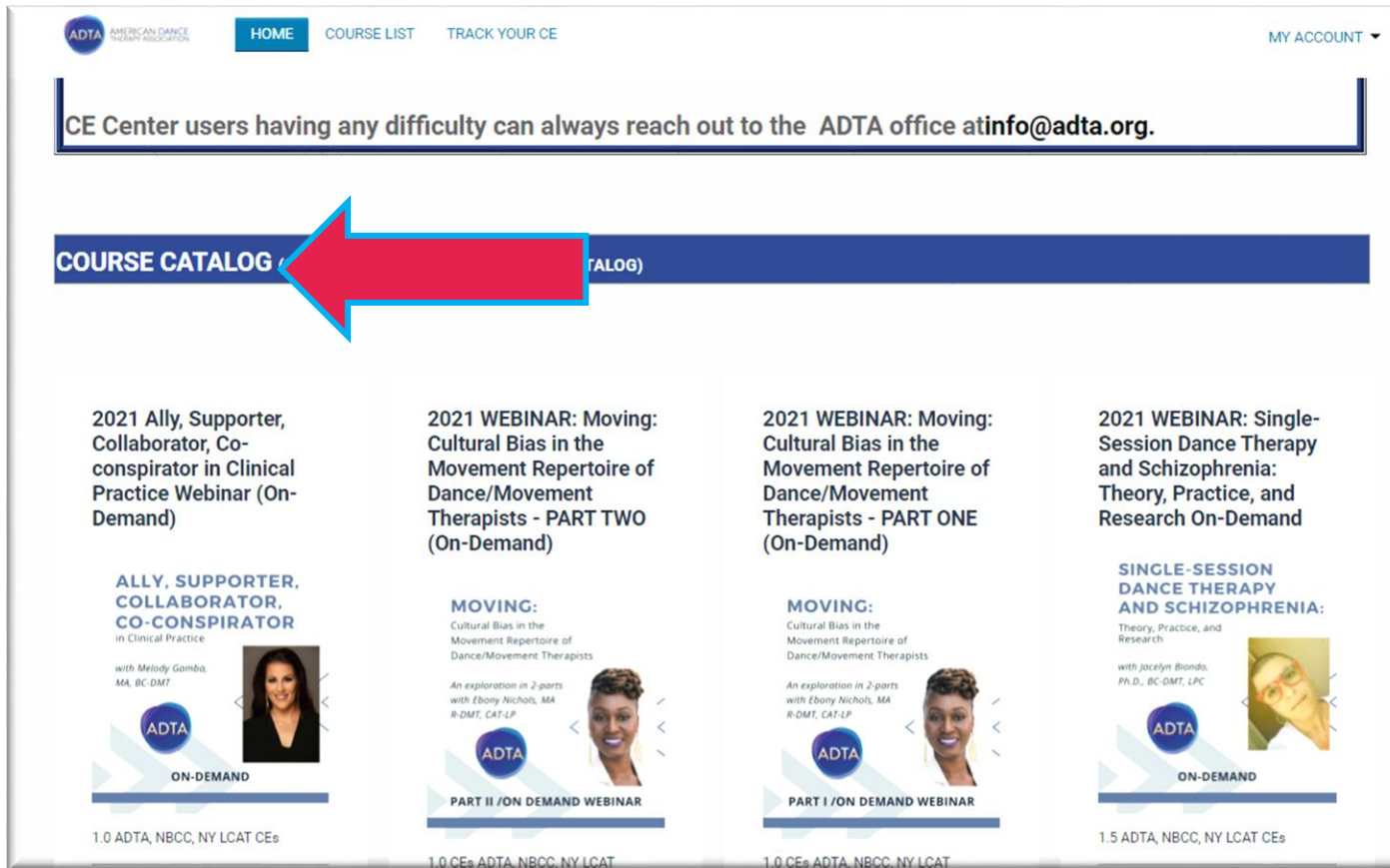


Once you have navigated into the CE Center, you should see in the upper right-hand corner of your screen the wording **"MY ACCOUNT"**.

If you see the word **LOGIN** in the upper right-hand corner, you are not in your personalized account. The screen you are seeing is the public CE page. Click on this wording and you will now be in your account.

You can always confirm you are in your account by looking at the upper right-hand corner for the "MY ACCOUNT" wording.

WHERE DO I FIND MY PURCHASE?



ADTA AMERICAN DANCE THERAPY ASSOCIATION

HOME COURSE LIST TRACK YOUR CE MY ACCOUNT

CE Center users having any difficulty can always reach out to the ADTA office at atinfo@adta.org.

COURSE CATALOG (ALOG)

2021 Ally, Supporter, Collaborator, Co-conspirator in Clinical Practice Webinar (On-Demand)

ALLY, SUPPORTER, COLLABORATOR, CO-CONSPIRATOR in Clinical Practice

with Melody Gamba, MA, BC-DMT

ADTA ON-DEMAND

1.0 ADTA, NBCC, NY LCAT CEs

2021 WEBINAR: Moving: Cultural Bias in the Movement Repertoire of Dance/Movement Therapists - PART TWO (On-Demand)

MOVING: Cultural Bias in the Movement Repertoire of Dance/Movement Therapists

An exploration in 2-parts with Ebony Nichols, MA R-DMT, CAT-LP

ADTA PART II / ON DEMAND WEBINAR

1.0 CEs ADTA, NBCC, NY LCAT

2021 WEBINAR: Moving: Cultural Bias in the Movement Repertoire of Dance/Movement Therapists - PART ONE (On-Demand)

MOVING: Cultural Bias in the Movement Repertoire of Dance/Movement Therapists

An exploration in 2-parts with Ebony Nichols, MA R-DMT, CAT-LP

ADTA PART I / ON DEMAND WEBINAR

1.0 CEs ADTA, NBCC, NY LCAT

2021 WEBINAR: Single-Session Dance Therapy and Schizophrenia: Theory, Practice, and Research On-Demand

SINGLE-SESSION DANCE THERAPY AND SCHIZOPHRENIA: Theory, Practice, and Research

with Jocelyn Biondo, Ph.D., BC-DMT, LPC

ADTA ON-DEMAND

1.5 ADTA, NBCC, NY LCAT CEs

Users can access their purchases **two different ways** within their profile.

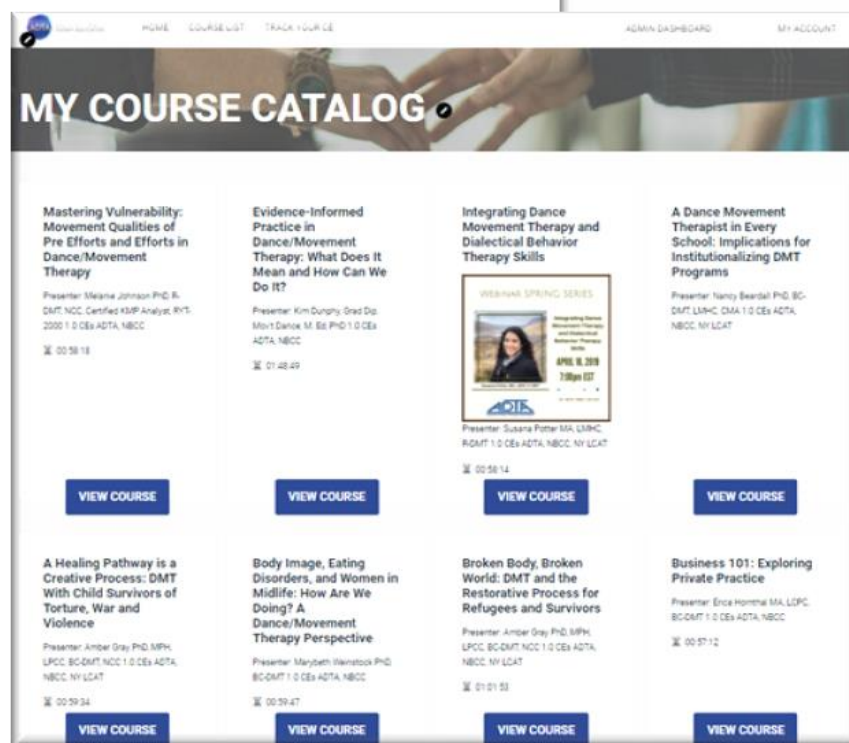
All purchases will be listed beneath the "**Course Catalog**" heading if you scroll down on your home page **(see arrow)**.

Each individual box represents a package or single course you have purchased or registered for. *Users must first access their content from the **Course Catalog** list.*

WHERE ELSE CAN I FIND MY PURCHASE?

Once a user has clicked on an individual course “**DETAILS**” button, their course is then added to their personal course page.

To access this page, click the “**My Account**” wording in the top right-hand menu (see arrow). A drop-down will appear with the “MY COURSES” displayed in the options. Clicking on that wording will direct the user to their personal page of purchased courses (see **My Course Catalog** screenshot).



2021 WEBINAR: Moving: Cultural Bias in the Movement Repertoire of Dance/Movement Therapists - PART TWO (On-Demand)

MOVING:
Cultural Bias in the
Movement Repertoire of
Dance/Movement Therapists



1.0 CE's ADTA, NBCC, NY LCAT

2021 WEBINAR: Moving: Cultural Bias in the Movement Repertoire of Dance/Movement Therapists - PART ONE (On-Demand)

MOVING:
Cultural Bias in the
Movement Repertoire of
Dance/Movement Therapists



1.0 CE's ADTA, NBCC, NY LCAT

2021 WEBINAR: Single-Session Dance Therapy and Schizophrenia: Theory, Practice, and Research On-Demand

SINGLE-SESSION
DANCE THERAPY
AND SCHIZOPHRENIA:
Theory, Practice, and
Research



1.5 ADTA, NBCC, NY LCAT CE's

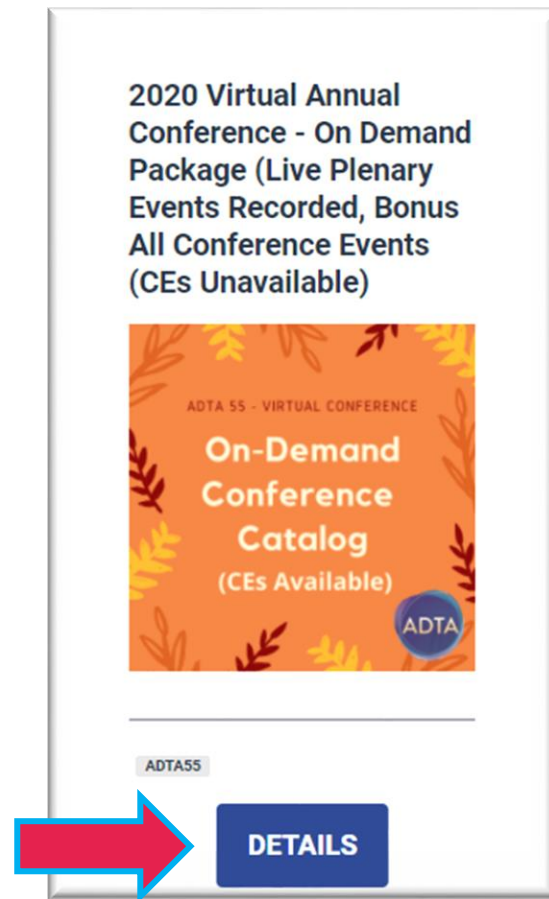
SINGLE COURSES VS. PACKAGE CONTENT

Users purchases packages or single courses within the CE Center.

A **PACKAGE** contains multiple courses to which a user has access.

The description will explicitly state that it is a “package.”

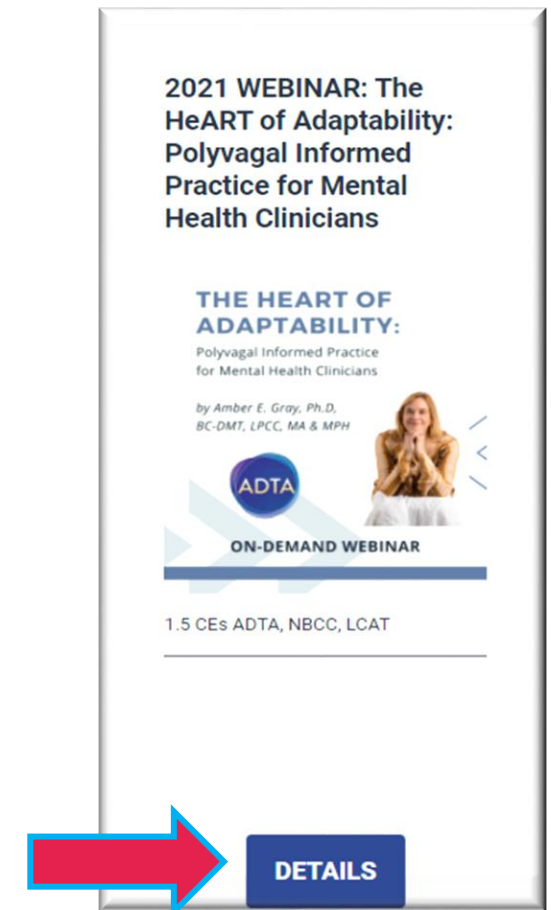
Once the user clicks the details button **(see arrow)**, they will be directed to a menu of course titles.



A **SINGLE COURSE** is one webinar to which a user has access.

It will list the individual title.

Once the user clicks the details button **(see arrow)**, they will be brought directly into that course's webinar content.



ACCESSING MY PACKAGE CONTENT?

Users who purchased a package: Click on the **details** button of the package to be directed to a page with

- Package name displayed at the top (see arrow 1)
- Clickable list of all individual course titles available too view (see arrow 2)

Clicking on a title will display each individual course's content including (see arrow 3):

- 1.) Description of the course
- 2.) Learning Objectives
- 3.) Bio/Headshot of the presenter
- 4.) Continuing Education Credit
- 5.) Webinar Content Box

The screenshot shows the '2020 Virtual Annual Conference - On Demand Package (Live Plenary Events Recorded, Bonus All Conference Events (CEs Unavailable))' page. A red arrow labeled '1' points to the package title at the top. A red arrow labeled '2' points to a list of course titles under the 'EMBODED DECISION MAKING IN CRUCIAL LIFE TRANSITIONS' category. A red arrow labeled '3' points to the detailed view of the 'Embodied Decision Making in Crucial Life Transitions' course, which includes the presenter's bio, a description of the presentation, learning objectives, and a table of contents.

2020 Virtual Annual Conference - On Demand Package (Live Plenary Events Recorded, Bonus All Conference Events (CEs Unavailable))

OVERVIEW

- DMT INTERVENTIONS FOR INCREASING CROSS-CULTURAL ADAPTION FOR CHINESE STUDENTS IN HIGHER EDUCATION
- DANCING YOUR WAY INTO FUNDING: GRANT WRITING WORKSHOP FOR DANCE/MOVEMENT THERAPISTS
- THE ORIGINS OF DMT: QUESTIONING THE WESTERN PRESENTATION: A REFLECTIVE DISCUSSION FOR RECENT GRADUATES
- THE PATHS TO BUILDING RELATIONSHIPS: THE INDIVIDUALS APPROACH: DMT FOR YOUNG ADULTS WITH COMPLEX DISABILITIES
- BICULTURALISM IN DANCE/MOVEMENT THERAPY: INSIGHTS FROM THE EMBODIED CULTURAL NARRATIVES OF JAPANESE-AMERICAN EDUCATORS
- EMBODED DECISION MAKING IN CRUCIAL LIFE TRANSITIONS**
- HOLDING COMMON GROUND: AN AMERICAN-VIETNAMESE CULTURAL EXCHANGE
- INTERVENTIONS FOR TRAUMA & ATTACHMENT: COMPLEMENTARY PRINCIPLES OF DMT & SENSORIMOTOR PSYCHOTHERAPY
- A NEW PHRASE FOR VIOLENCE: UNDERSTANDING DOMESTIC VIOLENCE AND CULTURALLY RELEVANT INTERVENTIONS IN DANCE/MOVEMENT THERAPY
- CROSS CULTURAL DIALOGUES: EXPERIENCES TEACHING AND LEADING EXPRESSIVE ARTS THERAPY IN CHINA
- DIVERSITY, EQUITY, AND INCLUSION IN DMT EDUCATION: MOVING AND DEEPENING THE DIALOGUE
- ONE ART FORM, TWO PERSPECTIVES: DANCING TO HEAL THE INVISIBLE WOUNDS OF WAR
- TAI CHI AND DMT: EXPLORING THE DANCE OF TESTOSTERONE AND OXYTOCIN IN EVERY BODY
- THE LEGACIES OF MARIAN CHACE, BLANCHE EVAN AND LILIAN EBPENAK: THEIR PASSION FOR DANCE, THEIR
- DEDICATION DETERMINATION DYNAMISM: AN 8000 MILE JOURNEY OVER 8 YEARS, ACROSS CULTURES AND

Presenter:
Dr. Thania Acarón
Dr. Thania Acarón is a dance movement therapist, researcher, lecturer and performer from Puerto Rico, currently based in Wales. She obtained her PhD on the role of dance in violence prevention at the University of Aberdeen and holds an MA in Dance Education from New York University. She is certified as a clinical supervisor and dance movement psychotherapist in the UK and US and has worked in this field for over 15 years. Thania currently works as a lecturer at the University of South Wales in the Faculty of Creative Industries. She offers international workshops on movement for wellbeing, therapeutic work with the LGBTQ+ community, embodied decision-making, physical theatre/contemporary dance, interdisciplinary therapeutic arts and violence prevention. www.thania.info @thaniaacarón

Description of the Presentation:
The workshop investigates how embodied approaches promote creative practices that facilitate reflexivity and engagement with somatosensory information, which are crucial to wellbeing. The workshop will be experiential, but with a didactical presentation of the model with discussion. The presentation will start with some developmental movement exercises and a group warm-up. Then the embodied decision making model will be introduced along with its applications and trajectory in the UK. Then participants will explore each of the stages of the model and contemplate a decision in their professional life. A discussion with the workshop participants will take place in terms of their own experiences of moving through the stages and the applications to their client work. The protocol is based on the presenter's doctoral research on movement analysis and violence prevention with new insights into wider applications across the fields of education, health & wellbeing and business.

Learning Objectives:
1. Understand practical applications for embodied decision making based on Warren Lamb's model
2. Experience interactive activities in which movement analysis can be shifted 'inwards' and contribute to practitioners' self-analysis
3. Critically evaluate the potential for multicultural approaches to movement analysis

Table of Contents:

Presentation	00:56:28	+
Embodied Decision Making in Crucial Life Transitions	00:56:28	🔍
Assessment		🔍
Evaluation		🔍

ACCESSING MY SINGLE COURSE CONTENT?

Users who purchased a single course: Click on the **details** button of the single course to be directed to a page with

Course name displayed at the top (see arrow 1)

Clicking on a title will display each individual course's content including (see arrow 2):

- 1.) Description of the course
- 2.) Learning Objectives
- 3.) Bio/Headshot of the presenter
- 4.) Continuing Education Credit
- 5.) Webinar Content Box

1

2021 WEBINAR: Moving: Cultural Bias in the Movement Repertoire of Dance/Movement Therapists - PART TWO (On-Demand)

With consideration toward action steps, Part Two will explore culturally sensitive interventions and movement observations for development toward a more inclusive and equitable field.

Learning Objectives:

1. To discuss Dance/Movement Therapy Movement Frameworks from a non-Eurocentric viewpoint.
2. To identify culturally affirming interventions that will contribute to a more inclusive and equitable profession.
3. To explore Dances of the African Diaspora as an act of resistance and empowerment.

Continuing Education Credit : 1.0 ADTA CE, 1.0 NBCC CE, 1.0 NY LCAT

Presenter Bio:



Ebony T. Nichols M.A., R-DMT, CAT-LP is a somatic mental health and wellness practitioner, registered dance/movement psychotherapist, and Creative Arts Therapist (LP). She completed her Bachelor of Arts at The College of New Rochelle in psychology and master's degree in Clinical Mental Health Counseling with a specialization in Dance/Movement Therapy at Lesley University. Ebony has been the proprietor of Locks of Nu Natural Hair Spa since 2003. Utilizing their mission of "Healing the Community Follicle by Follicle," her primary focus was to create a therapeutic environment within the African American community; this was her genesis for connecting artistic/cultural aesthetic expression, self-care and psychology. Trained in ballet and modern dance, Ebony found her love for the freedom of movement in the NYC house dance community. In 2005, she co-founded Afro Mosaic Soul Dance Collective, using social dance and music as a tool for emotional healing and expression.

Ebony has experience in partial hospitalization/inpatient psychiatry and mental health care facilities, working with psychotic and behavioral health concerns, and with individuals who are developmentally diverse and experience physical, emotional, and sensory challenges. She has also worked with a non-profit organization in partnership with New York City public schools to develop social-emotional resiliency from an anti-oppressive strength-based lens and has provided services internationally while exploring the dynamics of underrepresented communities.

Ebony has co-presented her research, Moving Blind Spots: Cultural Bias in the Movement Repertoire of Dance/ Movement Therapists at the American Dance Therapy Association's (ADTA) Annual Conference (2018) and co-facilitated the American Dance Therapy Association's 2019 Plenary, Honoring Multiplicity: An Embodied Keynote Experience. Ebony is the Multicultural and Diversity Committee Chair-Elect for the ADTA and was awarded the honor of "Leader of Tomorrow" by the organization. Her research is rooted in cultural/race identity and trauma-informed care, with plans to complete her Ph.D. in Counseling Psychology.

2

WEBINAR CONTENT

Moving: Cultural Bias in the Movement Repertoire of Dance/Movement Therapists - PART TWO

Moving: Cultural Bias in the Movement Repertoire of Dance/Movement Therapists - PART TWO EVALUATION

Moving: Cultural Bias in the Movement Repertoire of Dance/Movement Therapists - PART TWO Quiz

Course Details

- Table of Contents

HOW DO I WATCH WEBINAR?

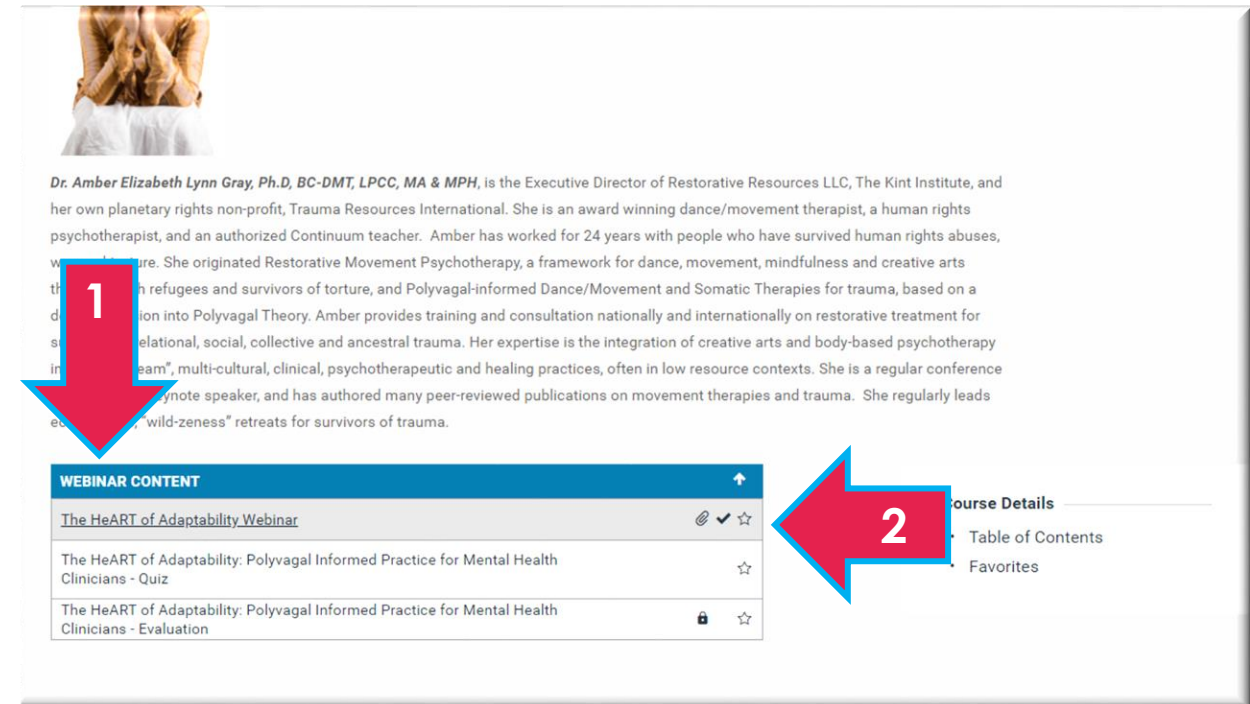
Users can watch their webinar and access their evaluation and quiz at the bottom of each course page. The **WEBINAR CONTENT BOX** contains all CE requirements to be submitted for each course (see **arrow 1**).

Please Note: Live presentations require an evaluation to receive your CE certificate. On-Demand presentations require users to take a quiz and complete an evaluation to receive your CE certificate.

Users can click on each title in the webinar content box to access that portion of their requirements.

As you complete each portion, a check mark will be listed to the right of the corresponding requirement to signify that you have completed this requirement (see **arrow 2**). If you do not see an arrow, that indicates you have not completed that requirement.

If you see a **lock icon**, that indicates you do not have access to that portion yet and must complete another requirement first to gain access.



The screenshot shows a webinar page for Dr. Amber Elizabeth Lynn Gray. A red arrow labeled '1' points to the 'WEBINAR CONTENT' box. A red arrow labeled '2' points to the 'Course Details' sidebar. The 'WEBINAR CONTENT' box contains three items: 'The HeART of Adaptability Webinar' (with a checkmark icon), 'The HeART of Adaptability: Polyvagal Informed Practice for Mental Health Clinicians - Quiz' (with a star icon), and 'The HeART of Adaptability: Polyvagal Informed Practice for Mental Health Clinicians - Evaluation' (with a lock icon and a star icon). The 'Course Details' sidebar contains 'Table of Contents' and 'Favorites'.

Dr. Amber Elizabeth Lynn Gray, Ph.D, BC-DMT, LPCC, MA & MPH, is the Executive Director of Restorative Resources LLC, The Kint Institute, and her own planetary rights non-profit, Trauma Resources International. She is an award winning dance/movement therapist, a human rights psychotherapist, and an authorized Continuum teacher. Amber has worked for 24 years with people who have survived human rights abuses, war, and violence. She originated Restorative Movement Psychotherapy, a framework for dance, movement, mindfulness and creative arts therapies for refugees and survivors of torture, and Polyvagal-informed Dance/Movement and Somatic Therapies for trauma, based on a deep understanding of Polyvagal Theory. Amber provides training and consultation nationally and internationally on restorative treatment for relational, social, collective and ancestral trauma. Her expertise is the integration of creative arts and body-based psychotherapy in a "team", multi-cultural, clinical, psychotherapeutic and healing practices, often in low resource contexts. She is a regular conference keynote speaker, and has authored many peer-reviewed publications on movement therapies and trauma. She regularly leads "wild-zeness" retreats for survivors of trauma.

WEBINAR CONTENT	
The HeART of Adaptability Webinar	🔗 ✓ ☆
The HeART of Adaptability: Polyvagal Informed Practice for Mental Health Clinicians - Quiz	☆
The HeART of Adaptability: Polyvagal Informed Practice for Mental Health Clinicians - Evaluation	🔒 ☆

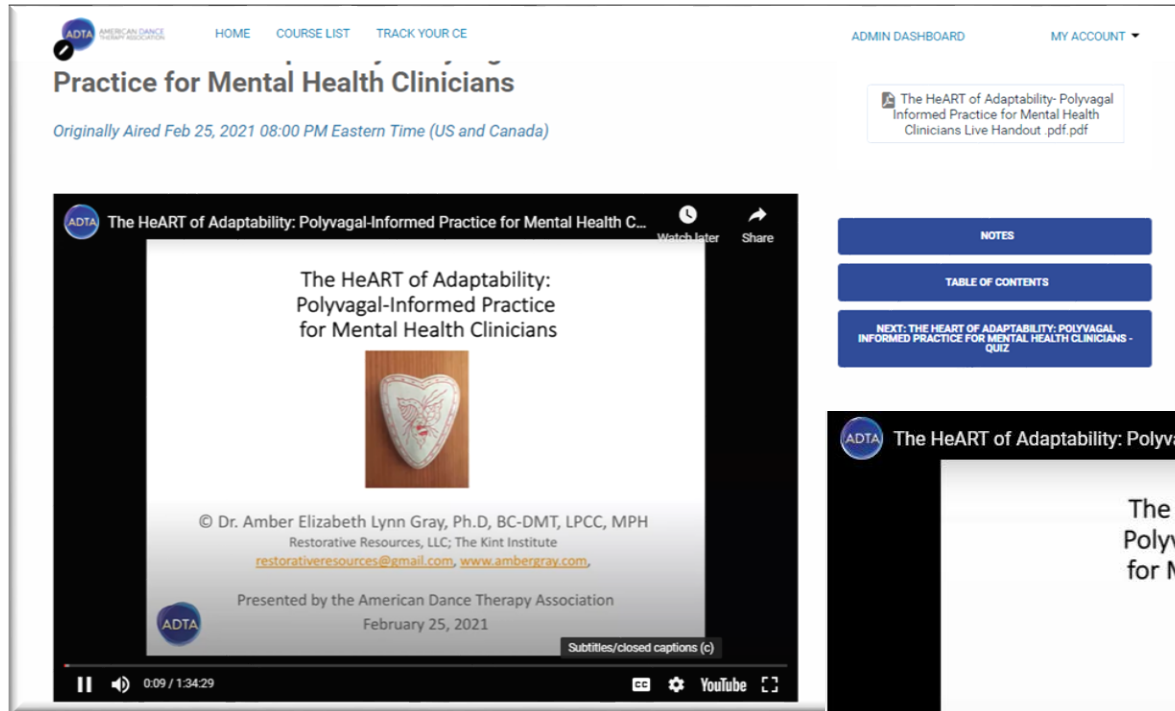
Course Details

- Table of Contents
- Favorites

If all **three requirements have a lock icon**, that means you do not have access to that course content.

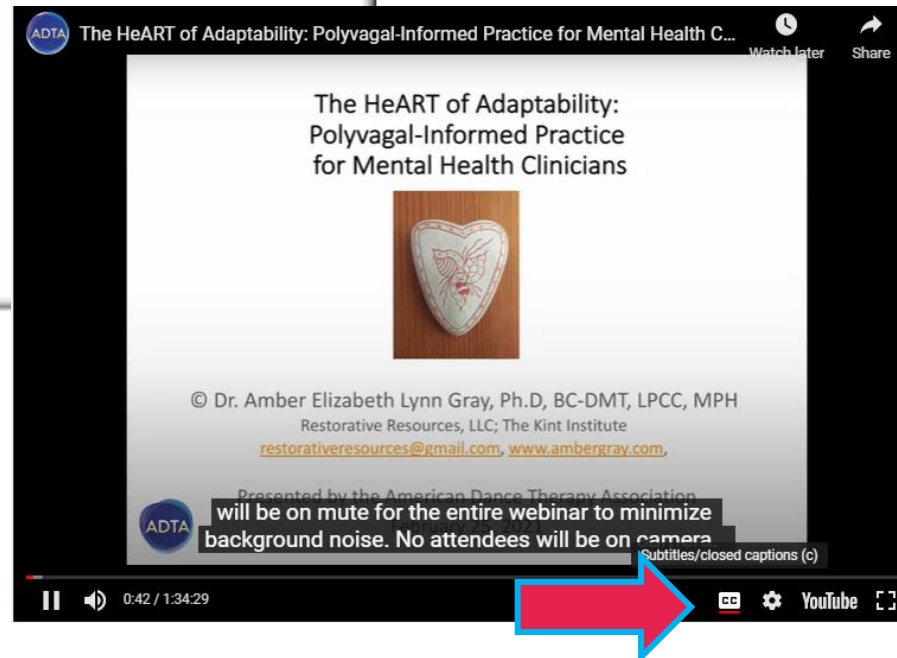
Please reach out to the ADTA office at info@adta.org for further assistance if you have purchased a package/course and cannot access that information.

WHAT ACCESSIBILITY IS AVAILABLE IN THE CE CENTER?



Webinars are added to the CE Center in 2 ways:

- 1.) Uploaded to website platform directly (Up to 1 G limit)
- 2.) Uploaded to the ADTA YouTube and then embedded into the CE Center course pages.



All CE Center videos provide Closed Captioning for users through the ADTA YouTube channel. Users can access this feature by clicking the CC button at the bottom of the video viewer (**see arrow**).

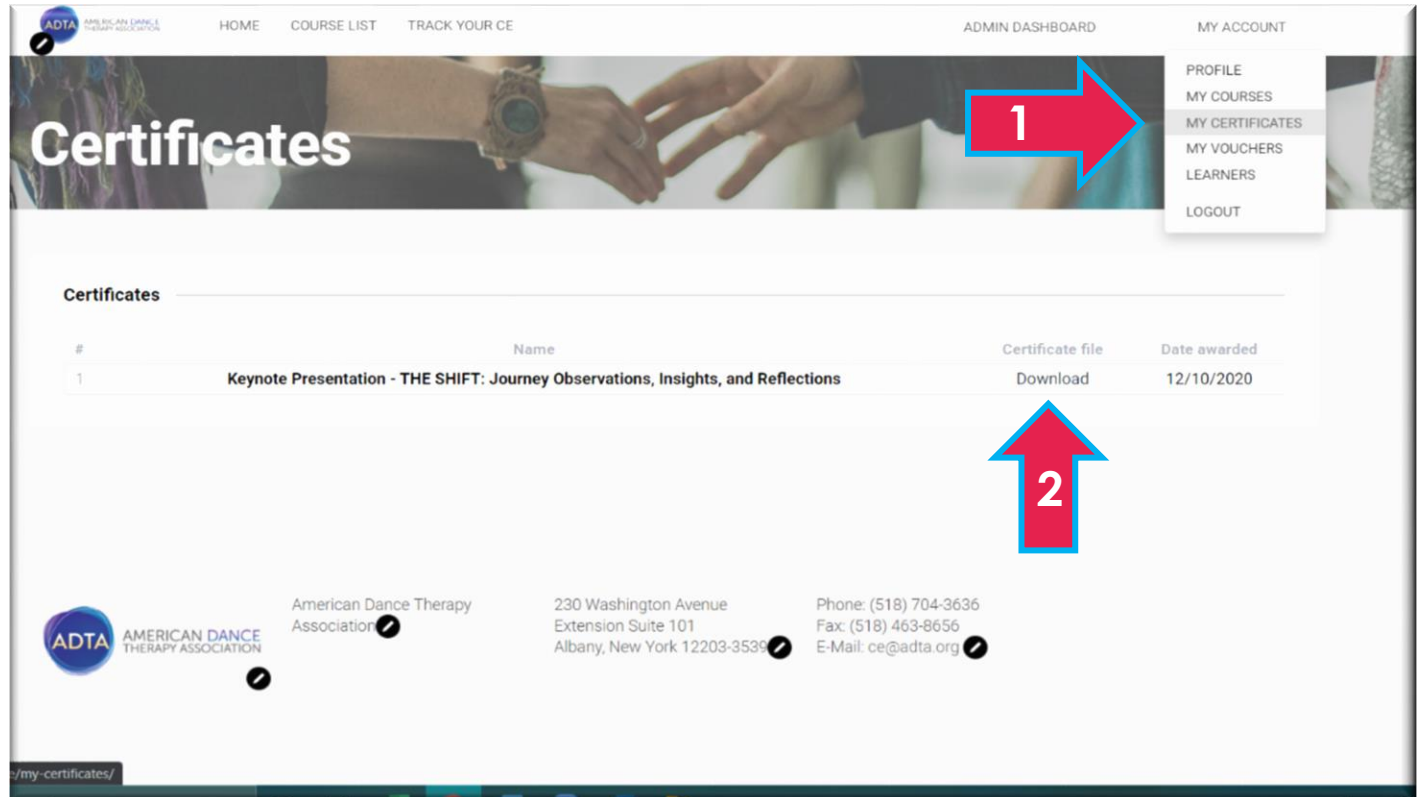
If your course was directly uploaded to the platform, instructions will be provided on the page as to how to access the YouTube version.

WHERE DO I FIND MY CE CERTIFICATE?

Once users have completed all of the requirements for a course, the system will generate a certificate as proof of your CE hours earned. This certificate will be **emailed to the email address** each user has listed within their CE Center account.

Please note: Users should check their spam/junk folders for this email and make the ADTA account a “safe sender”.

You can also access this certificate in the **"MY CERTIFICATES"** page (see arrow 1). Click on the of the "MY ACCOUNT" wording in the upper right-hand side of your screen. “My Certificates” will appear in the drop-down and users will see all certificates available for download on that page (see arrow 2).



The screenshot shows the ADTA website interface. At the top, there is a navigation bar with links: HOME, COURSE LIST, TRACK YOUR CE, ADMIN DASHBOARD, and MY ACCOUNT. The 'MY ACCOUNT' dropdown menu is open, showing options: PROFILE, MY COURSES, MY CERTIFICATES (highlighted with a red arrow labeled '1'), MY VOUCHERS, LEARNERS, and LOGOUT. Below the navigation bar, the main heading is 'Certificates'. Underneath, there is a table with the following data:

#	Name	Certificate file	Date awarded
1	Keynote Presentation - THE SHIFT: Journey Observations, Insights, and Reflections	Download	12/10/2020

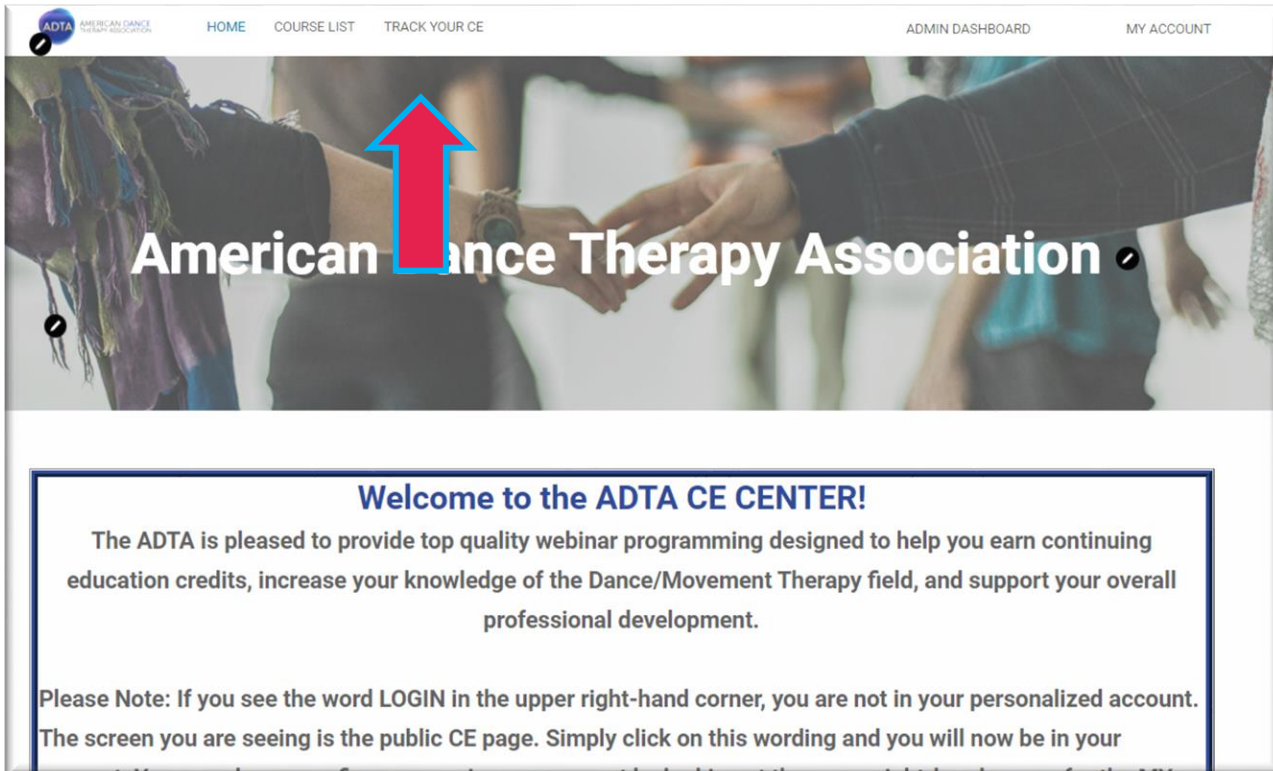
A red arrow labeled '2' points to the 'Download' link in the table. At the bottom of the page, there is a footer with the ADTA logo, the text 'AMERICAN DANCE THERAPY ASSOCIATION', and contact information: American Dance Therapy Association, 230 Washington Avenue, Extension Suite 101, Albany, New York 12203-3539, Phone: (518) 704-3636, Fax: (518) 463-8656, E-Mail: ce@adta.org.

Please Note: If you do not see your certificate right away, do not panic. Please allow 24-48 hours for your certificate to generate within the system. If your certificate has not generated within a week's time, please contact the office at info@adta.org

HOW DO I ACCESS CE TRACKER?

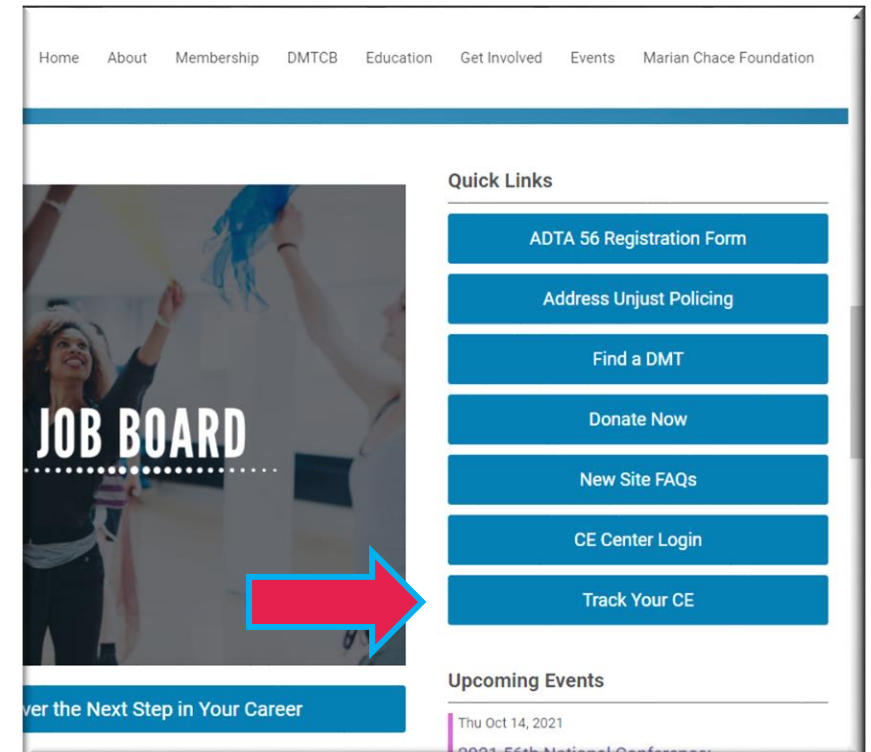
Completed CE hours will generate in each user's CE Tracker. The CE Tracker is a virtual folder to hold and organize all CE credit hours (both CE Center and manually entered credit). You can access your tracker in 2 ways:

From your CE Center profile



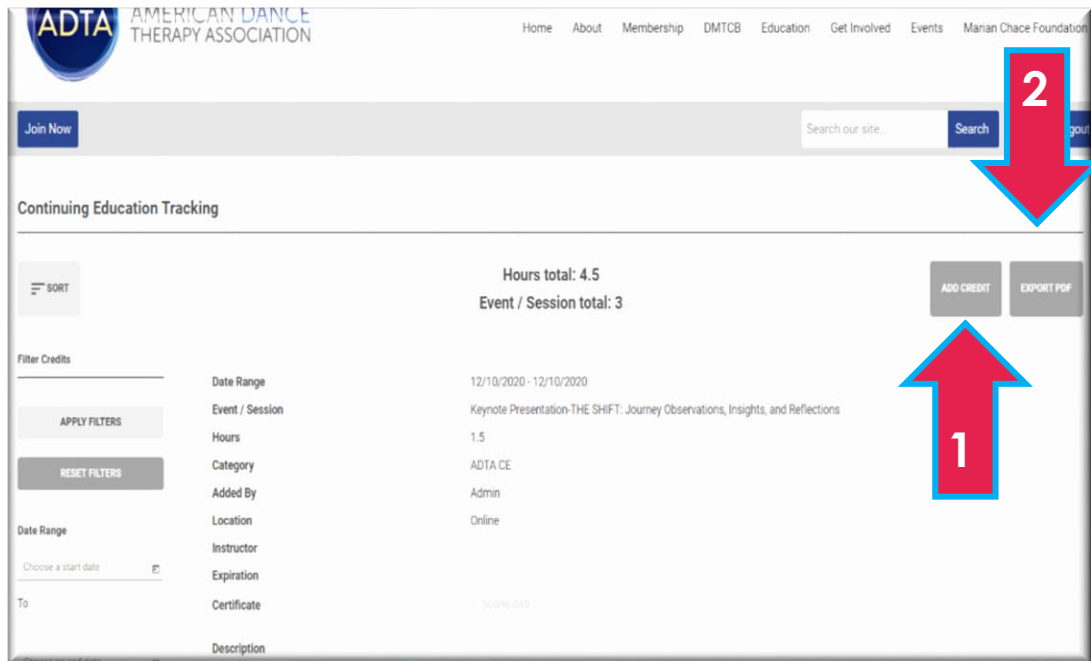
The screenshot shows the ADTA website header with navigation links: HOME, COURSE LIST, TRACK YOUR CE, ADMIN DASHBOARD, and MY ACCOUNT. The main banner features the ADTA logo and the text 'American Dance Therapy Association'. A red arrow points to the logo. Below the banner, a welcome message reads: 'Welcome to the ADTA CE CENTER! The ADTA is pleased to provide top quality webinar programming designed to help you earn continuing education credits, increase your knowledge of the Dance/Movement Therapy field, and support your overall professional development.' A note at the bottom states: 'Please Note: If you see the word LOGIN in the upper right-hand corner, you are not in your personalized account. The screen you are seeing is the public CE page. Simply click on this wording and you will now be in your account. You can always confirm you are in your account by looking at the upper right-hand corner for the MY'.

From the Quick links menu on the right-hand side of ADTA website



The screenshot shows the ADTA website header with navigation links: Home, About, Membership, DMTCB, Education, Get Involved, Events, and Marian Chace Foundation. The main banner features the text 'JOB BOARD'. A red arrow points to the 'Track Your CE' link in the Quick Links menu. The Quick Links menu includes: ADTA 56 Registration Form, Address Unjust Policing, Find a DMT, Donate Now, New Site FAQs, CE Center Login, and Track Your CE. Below the Quick Links menu, the Upcoming Events section is visible, showing 'Thu Oct 14, 2021' and '2021-56th National Conference:'.

HOW DO I USE MY CE TRACKER?



If there are any difficulties using the tracker, users can always reach out to the ADTA office info@adta.org for assistance.

ADTA CE Center hours will automatically generate within the tracker based on what category they suffice.

For example, if a course provides NBCC, ADTA and LCAT credit hours, you will receive that course **three (3) times** within your tracker to designate each category of hours. Users can filter different categories in order to view hours for just a single category of credit. This feature is on the lower left-hand of the screen.

Users can also add hours earned outside of the ADTA offerings. Simply click on the **ADD CREDIT** button on the upper right- hand side of the screen (**see arrow 1**). Fill out the required fields and any other information you wish to keep for these additions. You can upload any certificates received as proof.

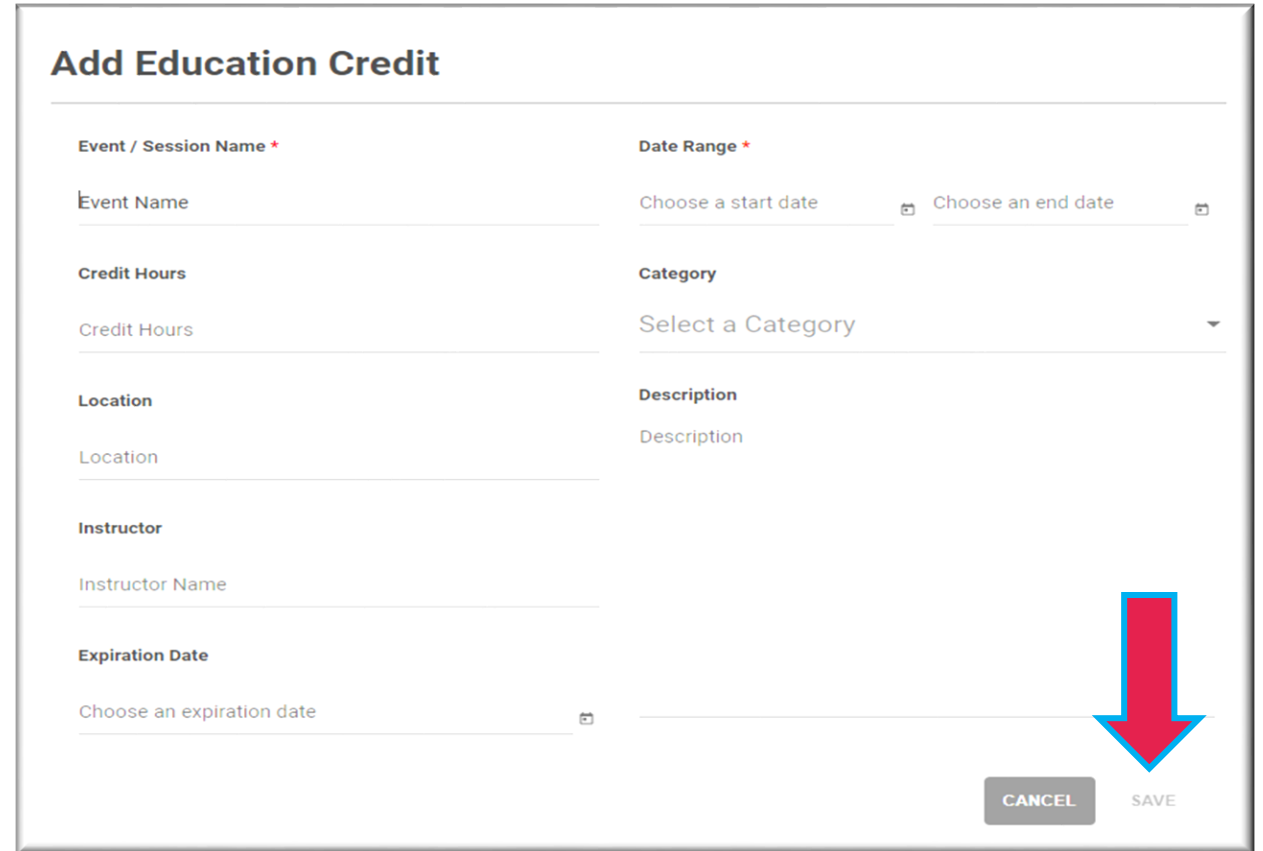
Please Note: Certificates received from the CE Center do not automatically upload in the CE Tracker. If you wish to add these certificates to your tracker, you must first download them to your computer and then upload them to the tracker.

Users can export a PDF of their tracker hours at any time by clicking on the Export PDF button on the upper right- hand side of the screen (**see arrow 2**).

CAN I ADD CREDIT EARNED OUTSIDE OF THE ADTA CE CENTER?

This pop-up screen will appear for the user to add all details about the credit. Users are required to list the following fields within the pop-up:

- **Event Name** – Title of the Course, program, event, etc.
- **Credit Hours** – Total number of credit hours received.
- **Location** – Where the event/session took place (i.e., institution, online, etc.)
- **Instructor** – Who presented the information at the event/session.
- **Date Range** – If this was a one-day event, put the same date in both fields.
- **Category** – Please select who offered the credit from the available list. If the credit does not appear, you can leave this blank.
- **Description** – A brief description of the event/session.



The screenshot shows a web form titled "Add Education Credit". It contains several input fields arranged in two columns. The left column includes fields for "Event / Session Name", "Event Name", "Credit Hours", "Location", "Instructor", and "Instructor Name". The right column includes fields for "Date Range" (with "Choose a start date" and "Choose an end date" sub-fields), "Category" (a dropdown menu), "Description", and "Description". At the bottom right of the form, there are two buttons: "CANCEL" and "SAVE". A large red arrow with a blue outline points directly at the "SAVE" button.

Please Note: The **Expiration Date** field is an optional field. Once users have filled out **all required information**, they must save their credit information by pressing the save button in the lower right-hand corner of the pop-up (see arrow).

HOW DO I KNOW IF MY CREDIT WAS ADDED PROPERLY?

The screenshot shows the ADTA Continuing Education Tracking interface. At the top, there's a navigation bar with links like Home, About, Membership, and a search bar. Below this, the 'Continuing Education Tracking' section is visible. On the left, there's a sidebar with filter options like Date Range, Event / Session, Hours, Category, Added By, Location, Instructor, Expiration, and Certificate. The main area displays a table of credits. A red arrow labeled '2' points to the 'Sort' button in the top left of the table area. Another red arrow labeled '1' points to the 'Download' button in the table area.

ADTA THERAPY ASSOCIATION

Home About Membership Links Education Get Involved Events Member Grade Evaluation

Join Now Search our site... Search Member Logout

Continuing Education Tracking

Hours total: 33
Event / Session total: 25

ADD CREDIT **EXPORT PDF**

Sort

Filter Credits

APPLY FILTERS **RESET FILTERS**

Date Range
Choose a start date To Choose an end date

Category
☐ (None)
☐ ADTA CE
☐ NBCC CE
☐ NY LCAT CE

Added By

Date Range	Event / Session	Hours	Category	Added By	Location	Instructor	Expiration	Certificate	Description
6/7/2021 - 6/7/2021	Keynote Presentation-THE SHIFT: Journey Observations, Insights, and Reflections	1.5	ADTA CE	Admin	Online				
DOWNLOAD									
6/7/2021 - 6/7/2021	Keynote Presentation-THE SHIFT: Journey Observations, Insights, and Reflections	1.5	NBCC CE	Admin					

UPLOAD CERTIFICATE

Once users save their added credit, they will see it will load to the main page of their tracker (**see arrow 1**).

All credit shown in the tracker is sorted by date, so users may need to scroll to see added credit.

Users can change how their tracker is sorted by selecting the **Sort** button on the upper right-hand side of the screen (**see arrow 2**).

Users can upload a certificate/documentation for any credit hours added to their tracker.

Each credit addition will have an **Upload Certificate** button located at the bottom of the credit section (see arrow 1). If there are multiple pages of documentation to upload, we recommend combining into a single file and saving under the event name to upload.

Users can always download or replace any certificate they have uploaded into the tracker (See arrow 2).

The screenshot displays the ADTA American Dance Therapy Association credit tracker. On the left, there are filter options for Date Range, Event / Session, Hours, Category, Added By, Location, Instructor, Expiration, and Certificate. The main table shows credit entries with columns for Date Range, Event / Session, Hours, Category, Added By, Location, Instructor, Expiration, Certificate, and Description. A red arrow labeled '1' points to the 'UPLOAD CERTIFICATE' button at the bottom of the first entry. A second red arrow labeled '2' points to the 'DOWNLOAD' and 'REPLACE' buttons for the same entry.

Date Range	Event / Session	Hours	Category	Added By	Location	Instructor	Expiration	Certificate	Description
6/7/2021 - 6/7/2021	Keynote Presentation-THE SHIFT: Journey Observations, Insights, and Reflections	1.5	ADTA CE	Admin	Online			DOWNLOAD	REPLACE

HOW DO I UPLOAD DOCUMENTATION TO MY CREDIT ENTRIES?

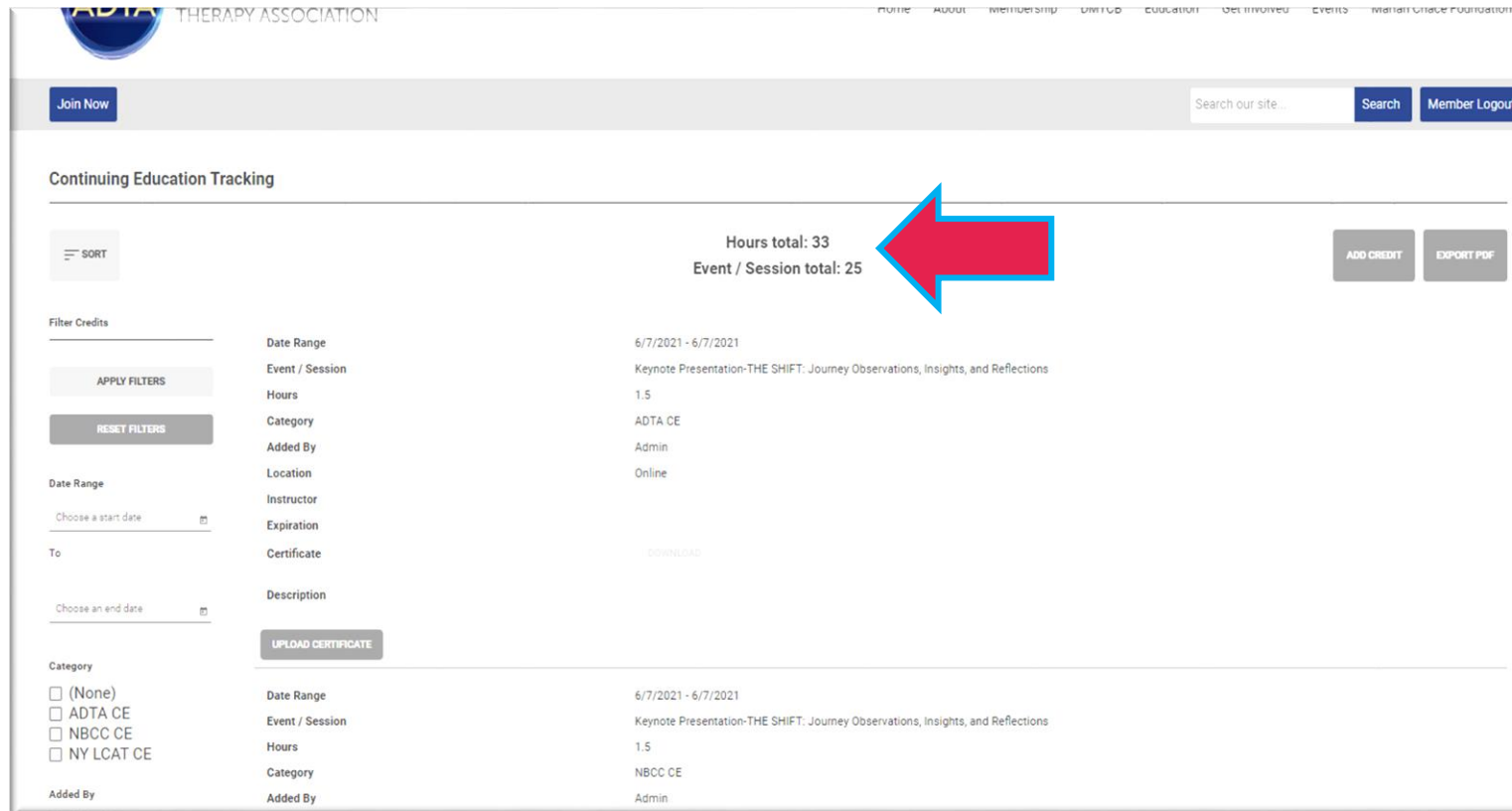
HOW DO I KNOW HOW MANY **CREDIT HOURS** I HAVE EARNED?

The total number of credit hours and event/sessions will be listed at the top of the main track page (**See arrow**).

Please note:

Hours Total: Refers to the **credit hours** that are currently in the tracker. In this example there are 33 credit hours in this tracker.

Event/Session Total: Refers to the **number of credit additions** made in the tracker. In this example there are 25 Event/Sessions in this tracker.



The screenshot shows the ADTA Continuing Education Tracking interface. At the top, there is a navigation bar with links like Home, About, Membership, and a search bar. Below this, the 'Continuing Education Tracking' section is visible. On the left, there are filter options for Date Range, Event / Session, Hours, Category, Added By, Location, Instructor, Expiration, and Certificate. The main content area displays a table of tracking entries. At the top right of this area, the following summary statistics are shown: 'Hours total: 33' and 'Event / Session total: 25'. A large red arrow with a blue outline points to these statistics. To the right of the summary are buttons for 'ADD CREDIT' and 'EXPORT PDF'.

Date Range	Event / Session	Hours	Category	Added By	Location	Instructor	Expiration	Certificate	Description
6/7/2021 - 6/7/2021	Keynote Presentation-THE SHIFT: Journey Observations, Insights, and Reflections	1.5	ADTA CE	Admin	Online				

Users can filter their credit hours by category, date range and how their credit was added to the tracker. The left-hand side of the main tracker page allows users to apply a filter, reset filters and sort what is showing on the main page.

The screenshot shows the 'Education Tracking' interface. On the left, there is a sidebar with filter options. Red arrows with numbers point to specific features: Arrow 1 points to the 'Category' section, which includes checkboxes for '(None)', 'ADTA CE', 'NBCC CE', and 'NY LCAT CE'. Arrow 2 points to the 'APPLY FILTERS' button. Arrow 3 points to the 'Date Range' section, which has input fields for 'Choose a start date' and 'Choose an end date'. Arrow 4 points to the 'Added By' section, which has checkboxes for 'Administrator' and 'Self'. Arrow 5 points to the 'RESET FILTERS' button. The main area displays a table of credit hours with columns for Date Range, Event / Session, Hours, Added By, Location, Instructor, Expiration, Certificate, and Description. The table shows data for 6/7/2021 - 6/7/2021, including a Keynote Presentation and 1.5 ADTA CE hours added by Admin. Summary statistics at the top right show 'Hours total: 33' and 'Event / Session total: 25'. Buttons for 'ADD CREDIT' and 'EXPORT PDF' are also visible.

CAN I SEE HOW MANY CREDITS I HAVE EARNED IN A PARTICULAR CATEGORY?

To apply a category filter, user should reference the Category section (see arrow 1 below). Check which credit category you wish to view credit hours for and click the apply filter button (**See arrow 2**).

To apply a date range filter, users should reference the Date Range section (**see arrow 3**). Input the dates you wish to filter for credit hours and click apply filter (**see arrow 2**).

To apply a filter of who added the credit, users should reference the Added By section. There are two options in this area (**see arrow 4**):

- **Self** - refers to any credit the user has manually added to the tracker.
- **Admin** - refers to any credit the ADTA Administrator has added to the tracker.

Check which option you wish to view credit hours for and click the “Apply Filter” button (**See arrow 2**).

To reset your filters and return to the full list of credit select the “Reset Filter” button (**see arrow 5**).

CAN I EDIT/DELETE CE CREDIT FROM MY TRACKER?

Currently users can only edit any credit they added to their tracker. Clicking the **Edit** button will bring up the pop-up window noted previously (**see arrow**).

Deleting credit additions from your tracker can only be done through the ADTA office.

Users can reach out to the ADTA if credit has been added incorrectly or there are any questions regarding credit at info@adta.com.

The screenshot shows the ADTA American Dance Therapy Association website. The top navigation bar includes links for Home, About, Membership, DMTCB, Education, Get Involved, Events, and Marian Chace Foundation. The main content area displays a table of CE credits. The first entry is for a Keynote Presentation titled 'THE SHIFT: Journey Observations, Insights, and Reflections' from 12/16/2020 to 12/16/2020, with 0 hours, categorized as 'Self'. Below this entry, there is a 'DOWNLOAD' button for the certificate. The second entry is identical but categorized as 'ADTA CE'. A red arrow points to the 'EDIT' button located to the left of the 'DOWNLOAD' button for the first entry.

CE CREDIT TRACKER	
Date Range	12/16/2020 - 12/16/2020
Event / Session	Keynote Presentation - THE SHIFT: Journey Observations, Insights, and Reflections
Hours	0
Category	Self
Added By	Self
Location	
Instructor	
Expiration	
Certificate	DOWNLOAD
Description	
EDIT	DOWNLOAD CERTIFICATE
Date Range	12/16/2020 - 12/16/2020
Event / Session	Keynote Presentation - THE SHIFT: Journey Observations, Insights, and Reflections
Hours	0
Category	ADTA CE
Added By	Self
Location	
Instructor	
Expiration	
Certificate	DOWNLOAD
Description	