

Getting to know Your CE Tracker!

So you have just watched and evaluated an ADTA webinar in your [CE Center](#) but cannot figure out how to track the CE hours earned ?

We would like to provide our membership a helpful guide to access our new [CE Tracker](#) and troubleshoot your learning experience.

ADTA launched its new [CE Tracker](#) in July of 2020 with the hope of providing our membership an efficient way of tracking all CE hours earned.

While we understand this new technology has had some glitches and kinks, we are constantly learning more about this new technology and its capabilities. It is our goal to provide the best membership experience possible.

Please remember members can always contact the ADTA office at info@adta.org if they are experiencing any technical difficulties and we would be happy to assist you!

CE Tracker FAQs

Where do I access my CE Tracker?

Your CE Tracker can be accessed from multiple locations within the [ADTA website](#) and the [CE Center](#).

You are logged in as another user (chmssocialmedia@gmail.com). Click here to switch to your account.

Our Courses

- Bonus On-Demand Conference Content (CEs unavailable)**
ADTA 55 - VIRTUAL CONFERENCE
BONUS ON-DEMAND PLENARY EVENT CONTENT (CEs Unavailable)
- 2020 Virtual Annual Conference - Member Bonus LMS Package (NOTE: PLEASE DISREGARD ANY VERBIAGE TO PAY. SCROLL TO BOTTOM OF EACH PAGE TO ACCESS THE VIDEO, QUIZ & EVALUATION)**
- 2020 Virtual Annual Conference - Plenary Events (Recorded Live - CEs Available)**
ADTA 55 - VIRTUAL CONFERENCE
Plenary Events
- 2020 Virtual Annual Conference - On Demand Package**
ADTA 55 - VIRTUAL CONFERENCE
On-Demand Conference

Members who have completed course requirements in the [CE Center](#) can find the "TRACK YOUR CE" Page on the top menu.

ADTA AMERICAN DANCE THERAPY ASSOCIATION Home About Membership DMTCB Education Get Involved Events Marian Chace Foundation



Learn More



Discover the Next Step in Your Career

Quick Links

- Address Unjust Policing
- Find a DMT
- Donate Now
- Our New Logo
- New Site FAQs
- CE Center Login
- Track Your CE

Upcoming Events

No events

[View Full Calendar](#)

Members who want to go directly into their tracker, can find it on the ADTA Website, in the Quick Link menu on the lower right hand side of any page.

What is my CE tracker and how do I use it?

The screenshot displays the ADTA American Dance Therapy Association website. At the top, the ADTA logo and navigation menu are visible. Below the navigation, there is a search bar and a 'Join Now' button. The main content area is titled 'Continuing Education Tracking'. On the left, there is a 'Filter Credits' section with buttons for 'APPLY FILTERS' and 'RESET FILTERS'. Below this, there is a 'Date Range' section with a 'Choose a start date' field and a 'To' field. On the right, there is a summary of the selected credit: 'Hours total: 4.5' and 'Event / Session total: 3'. Below this, there is a table with columns for 'Date Range', 'Event / Session', 'Hours', 'Category', 'Added By', 'Location', 'Instructor', 'Expiration', 'Certificate', and 'Description'. The table shows one entry: '12/10/2020 - 12/10/2020', 'Keynote Presentation-THE SHIFT: Journey Observations, Insights, and Reflections', '1.5', 'ADTA CE', 'Admin', 'Online'. There is a 'DOWNLOAD' button next to the 'Certificate' column.

Completed CE hours earned through the ADTA [CE Center](#) will generate in each member's CE Tracker automatically.

Please Note: CE hours will 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. Members 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.

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 download them to your computer and upload them to the tracker.

Can I add credit earned outside of the ADTA CE Center?

Join Now

Search our site...

Search

Member L

Continuing Education Tracking

☰ SORT

Hours total: 4.5

Event / Session total: 3

ADD CREDIT EXPORT PD

Filter Credits

APPLY FILTERS

RESET FILTERS

Date Range

Choose a start date

To

Date Range 12/10/2020 - 12/10/2020

Event / Session Keynote Presentation-THE SHIFT: Journey Observations, Insights, and Reflections

Hours 1.5

Category ADTA CE

Added By Admin

Location Online

Instructor

Expiration

Certificate

DOWNLOAD

Absolutely! Members can use the CE Tracker as a digital folder for all CE credit earned.

Add Education Credit

Event / Session Name *

Event Name

Date Range *

Choose a start date

Choose an end date

Credit Hours

Credit Hours

Category

Select a Category

Location

Location

Description

Description

Instructor

Instructor Name

Expiration Date

Choose an expiration date

CANCEL

SAVE

To add outside credit, simply click on the "ADD CREDIT" button in the upper right hand side of your tracker page. A pop-up screen to add all credit information will appear.

Please Note: The only required information for each credit addition is denoted by an asterisk. This includes Event/Session Name and Date Range. All other information fields listed are optional. Members who have added credit and wish to update/change any information listed must contact the ADTA office at info@adta.org.

Members can also upload a certificate for any CE hours added to their tracker. Once credit has been saved and listed on the main page of your tracker, find the "UPLOAD CERTIFICATE" button for the session. Members can always download any certificate they have uploaded into the tracker for their reference.

Members can also export a PDF of all CE hours listed within their tracker at any time. An "EXPORT PDF" button can be found in the upper right hand corner of your main CE tracker page.

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

How can I see a specific category of hours I have earned?

Filter Credits

Date Range

Choose a start date

To

Choose an end date

Category

(None)

ADTA CE

NBCC CE

NY LCAT CE

Added By

Administrator

Self

Date Range	12/10/2020 - 12/10/2020
Event / Session	Keynote Presentation-THE SHIFT: Journey Observations, Insights, and Reflections
Hours	1.5
Category	ADTA CE
Added By	Admin
Location	Online
Instructor	
Expiration	
Certificate	<input type="button" value="DOWNLOAD"/>
Description	
<input type="button" value="UPLOAD CERTIFICATE"/>	

Date Range	12/10/2020 - 12/10/2020
Event / Session	Keynote Presentation-THE SHIFT: Journey Observations, Insights, and Reflections
Hours	1.5
Category	NBCC CE
Added By	Admin
Location	Online
Instructor	
Expiration	
Certificate	<input type="button" value="DOWNLOAD"/>

Members can filter their CE hours by category, date range and how their CEs were added to the tracker. The left hand side of the main tracker page allows members to apply a filter, reset filters and sort what is showing on the main page.

To apply a category, check which CE credit you wish to see in the tracker and click the "APPLY FILTER" button. The list should generate only those courses which provide that credit.

Please Note: The hours listed at the top of the tracker should change when you apply filters. If the hours do not change, then the filter has not worked and you should reset and try this feature again.

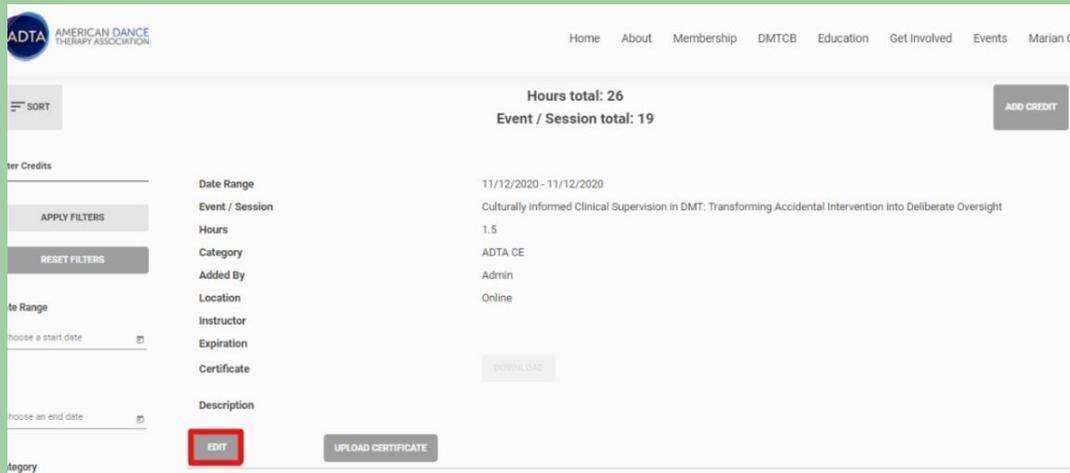
To apply a date range filter, simply input the dates you wish to filter CE hours.

Please Note: This date will be the date you took and earned CEs in the CE Center. Members who have added credit manually, this will be the date you took and earned the credit as well. This is not the date you added the credit to the tracker.

To apply a filter of who added the credit, members should reference the "Added By" section. There are two options in this area: Self and Admin.

Self refers to any credit you have added manually. **Admin** refers to credit added automatically by the system.

Can I edit/delete CE credit from my tracker?



The screenshot shows the ADTA member tracker interface. At the top, there is a navigation menu with links for Home, About, Membership, DMTCB, Education, Get Involved, Events, and Marian C. Below the navigation, there is a header section with "Hours total: 26" and "Event / Session total: 19". On the right side of the header, there is an "ADD CREDIT" button. The main content area is divided into two columns. The left column contains filter options: "Filter Credits", "APPLY FILTERS", "RESET FILTERS", "Date Range" (with input fields for start and end dates), and "Category". The right column displays the details of a credit entry: "Date Range: 11/12/2020 - 11/12/2020", "Event / Session: Culturally Informed Clinical Supervision in DMT: Transforming Accidental Intervention into Deliberate Oversight", "Hours: 1.5", "Category: ADTA CE", "Added By: Admin", "Location: Online", "Instructor", "Expiration", "Certificate" (with a "DOWNLOAD" button), and "Description". At the bottom of the credit entry, there is an "EDIT" button (highlighted with a red box) and an "UPLOAD CERTIFICATE" button.

Currently members can only edit any credit in their tracker. Deleting any credit from your tracker can only be done through the ADTA office.

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