

How to enter CEUs into NRPA's Certification Center

Navigate to www.nrpa.org/OCACI/

If need be, log in when prompted

Once you are logged in Click on the Certification you wish to renew or enter CEUs for

Click TRACK YOUR CEUs under the Renew Tab

Select Track my CEUs for future certification renewal and Continue

This will bring you to a page with all of your CEUs currently on file with NRPA. Scroll to the bottom and enter the CEUs not listed above INDIVIDUALLY

Click SAVE and they will be added to your transcript online