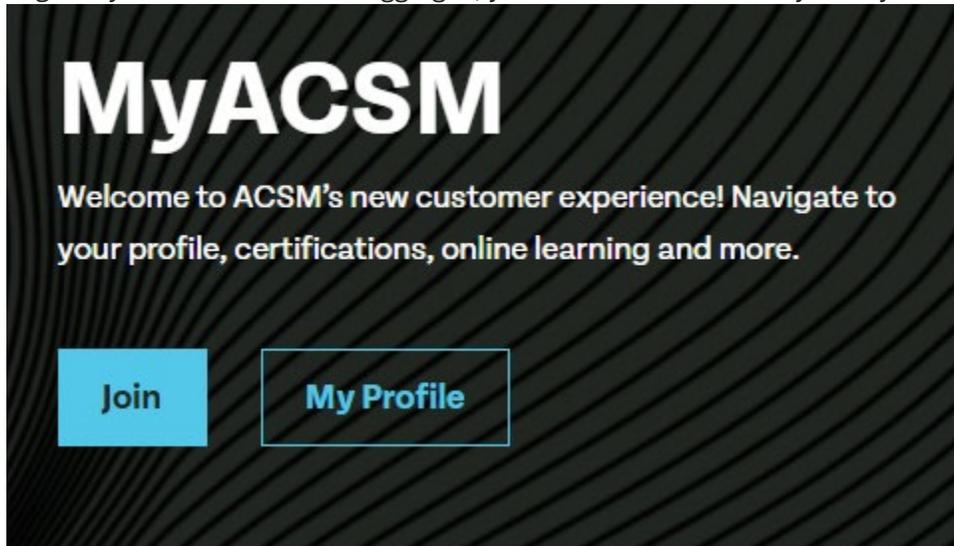


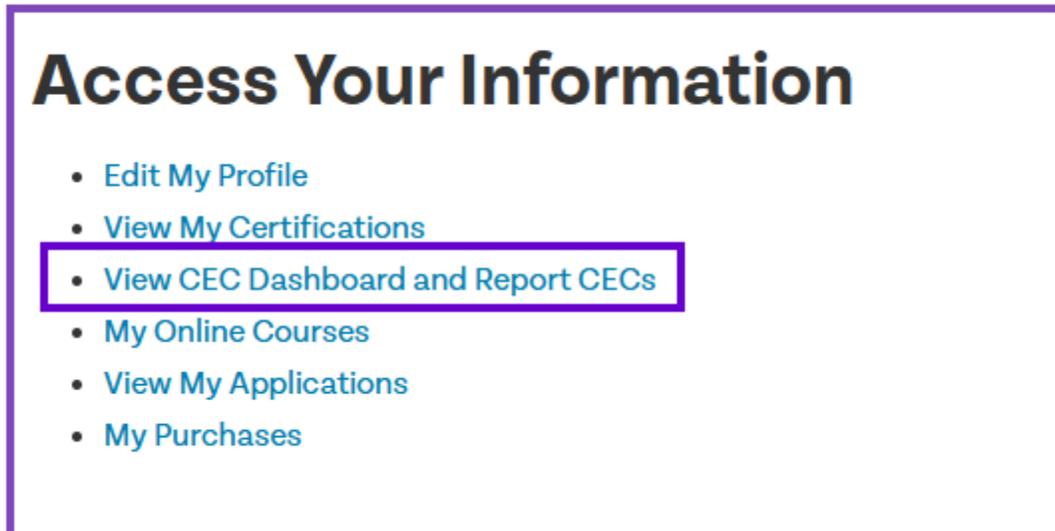


How to Self-Report a CEC

1. *Login to your account.* After logging in, you will be redirected to your MyACSM page.



2. In the box that says Access Your Information, click View CEC Dashboard and Report CECs



3. To begin self-reporting, scroll to the Active CECs tile on your CEC dashboard and click the + sign.

Active CECs

For credits submitted prior to February 2025, the Date Reported will be the date ACSM changed systems. Credits apply correctly to your certification based on the Earned Date.

A maximum of 5 credits with the format of Teaching, and/or 8 credits for Volunteering will apply to your total credits above each year.

| Date Earned | Date Reported | CECs Earned | Course Name | Format | Credit Type |
|-------------|---------------|-------------|-------------|--------|-------------|
|-------------|---------------|-------------|-------------|--------|-------------|



4. Enter the information on the form ensuring that the date earned falls within your active cycle.
 - a. Type in the date or click the calendar image to select the date

Date Earned
3/3/2025

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

- b. Select the format of the CE credit. Use the scroll wheel for more options. If you do not see your specific format, please choose 'other'. Some options may require you to upload documentation if required.

None

ACSM Volunteer Work

Clinical/Hospital Grand Rounds

College Course (10 CECs per college credit hour)

Conference

CPR/BLS/ACLS

- c. Enter the number of credits you were awarded for the course. For college credits, please be sure to enter them at the converted rate (10x) as the form does not automatically change that for you.

Credits Awarded

0

- d. Next, choose the Credit Type. If you are unsure, select CEC as the default.

None

CEC

CME

Credit Hour

- e. The ACSM Education Provider Program Course Number is not a required field, but if you do have this number for tracking purposes, you may enter it.
- f. Select the Provider/Organization. This lists some common providers, but if you do not see yours, simply select OTHER and you can type it in the field directly below it.

Provider/Organization

Other

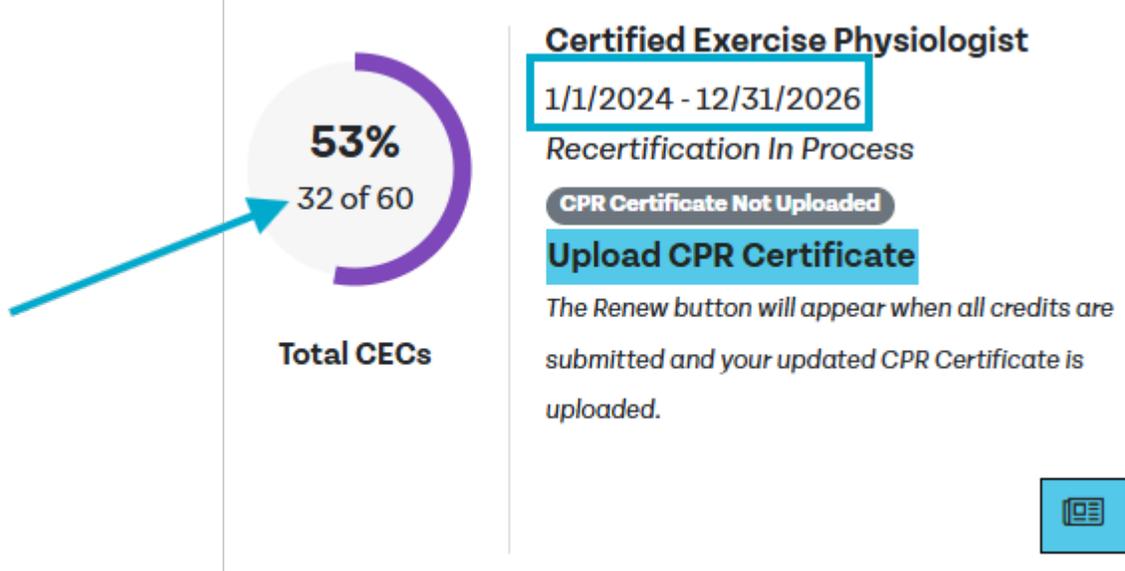
Provider/Organization Other

Provider/Organization Other is required

- g. Lastly, enter the name of the course as listed on your transcript or certificate of completion/attendance.
- h. Click SAVE AND CLOSE

Save and Close

- Please view your CEC 'speedometer' at the top of your dashboard to ensure that the number of CECs has increased. If it hasn't, it could be due to the date you reported on the form. The course must fall between the dates listed underneath your certification. If you have multiple certifications, it may count for one, but not all, depending on the overlapping dates.



- If you notice that you entered something incorrectly, please email certification@acsm.org with the correction, and the ACSM team will modify or remove it.