How to List & Upload Continuing Education Units to the WVBORC Website

1) **Click the login button on the home page.**

   Home Page - Board of Respiratory Care (wvborc.com)
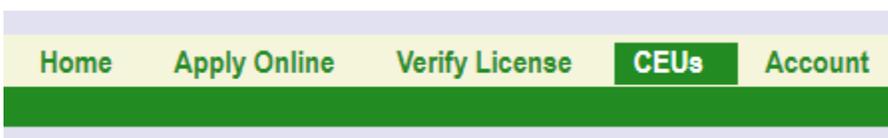

2) **Login with the email address on file with the Board office. (If you do not know your password, please see the "How to Reset Your WVBORC Login Information" document.)**

3) **Click the CEUs tab on the ribbon at the top of the page.**

Continuing Education for more CEU Information
CEUs Carried Over from Previous Reporting Period = 0.0

Course	Provider	Accreditor	CEUs	Date	Status	Attachments

Course Title: |_____| *
Provider: |_____| *
Accreditor: |_____| *
CEUs: |_____| * Completion Date: |_____| * (mm/dd/yyyy)
Attach a file: [Choose File] No file chosen   [Attach File]
[Save] [Add Cont. Ed.] [Delete]   * Indicates a required field.
Note: Until you get the Data Saved message in the gray status bar under the logo your data is not saved. Click on [Save].
To start a new education entry, you must click on [Add Cont. Ed.]

4) Enter the Course Title, Provider, Accreditor, the amount of CEUs awarded and the date awarded. Click Save.

Course Title:	Course Title *
Provider:	Name of Provider *
Accreditor:	Name of Accreditor *
CEUs:	10 * Completion Date: 10/01/2022 * (mm/dd/yyyy)
Attach a file:	Choose File No file chosen Attach File

Save   Add Cont. Ed.   Delete   * Indicates a required field.

Note: Until you get the Data Saved message in the gray status bar under the
To start a new education entry, you must click on [Add Cont. Ed.]

5) Click the "Select" button to the left of the newly added CEU.

Continuing Education for more CEU Information

CEUs Carried Over from Previous Reporting Period = 0.0

	Course	Provider	Accreditor	CEUs	Date	Status	Attachments
Select	Course Title	Name of Provider	Name of Accreditor	10.0	10-01-2022	Recorded	None

Course Title:	*
Provider:	*
Accreditor:	*
CEUs:	* Completion Date: * (mm/dd/yyyy)
Attach a file:	Choose File No file chosen Attach File

Save   Add Cont. Ed.   Delete   * Indicates a required field.

Note: Until you get the Data Saved message in the gray status bar under the logo your data is not saved. Click on [Save].
To start a new education entry, you must click on [Add Cont. Ed.]

6) Attach the CEU certificate by clicking the "Choose File" button.

	Course	Provider	Accreditor	CEUs	Date	Status	Attachments
Select	Course Title	Name of Provider	Name of Accreditor	10.0	10-01-2022	Recorded	None

Course Title:	Course Title *
Provider:	Name of Provider *
Accreditor:	Name of Accreditor *
CEUs:	10.0 * Completion Date: 10-01-2022 * (mm/dd/yyyy)
Attach a file:	Choose File No file chosen Attach File

Save   Add Cont. Ed.   Delete   * Indicates a required field.

Note: Until you get the Data Saved message in the gray status bar under the logo your data is not sav
To start a new education entry, you must click on [Add Cont. Ed.]

7) IMPORTANT: After choosing the file, click the **"Attach File"** button to the right of the file's name. (The file name will appear in green if properly attached.)

Continuing Education for more CEU Information

CEUs Carried Over from Previous Reporting Period = 0.0

	Course	Provider	Accreditor	CEUs	Date	Status	Attachments
Select	Course Title	Name of Provider	Name of Accreditor	10.0	10-01-2022	Recorded	None

Course Title: Course Title *
Provider: Name of Provider *
Accreditor: Name of Accreditor *
CEUs: 10.0 * Completion Date: 10-01-2022 * (mm/dd/yyyy)
Attach a file: Choose File CEU Information 2022 - 2024 (1).pdf   Attach File
Save   Add Cont. Ed.   Delete   * Indicates a required field.
Note: Until you get the Data Saved message in the gray status bar under the logo your data is not save
To start a new education entry, you must click on [Add Cont. Ed.]

Please note: If you submitted over 20 CEUs in the last reporting period, you may carry over 6 hours. These hours will be reflected above the CEU list.

Continuing Education for more CEU Information

CEUs Carried Over from Previous Reporting Period = 6.0

	Course	Provider	Accreditor	CEUs	Date	Status	Attachments
Select	Course Title 2	Name of Provider 2	Name of Accreditor 2	10.0	09-30-2024	Recorded	CEU Rule.doc
Select	Course Title	Name of Provider	Name of Accreditor	10.0	10-01-2022	Recorded	CEU Information 2022 - 2024 (1).pdf
Select	Over 20 CEUs Last Reporting Period	Name of Provider	Name of Accreditor	26.0	09-01-2022	Recorded	CEU Information 2022 - 2024 (1).pdf