



1.1 B How to View and Record CPE – Job Aid

1. Log In

- Go to the [Registrant Login page](#) on the CMLPSK website
- Enter your username and password

2. Review Your CPE Requirements

- Scroll to My CPE
- Review:
 - CPE Guidelines PDF (links to full requirements)
 - CPE Summary Chart showing:
 - Required hours by category
 - Your current five-year totals

3. Record a CPE Activity

- Select Record a New CPE Entry
- Enter:
 - Year completed
 - CPE Category (1 or 2)
 - Course/activity name
 - Provider or organization
 - Number of hours

Tip: Enter activities as they are completed to avoid missing records.

4. Upload Documentation (Category 1 only, if required)

- Select a documentation option:
 - Document upload
 - CMLPSK (SSMLT) quiz or event (CMLPSK will have this evidence)
 - Not submitting at this time
- Upload proof if required (PDF, Word, or JPEG)
- Review and Save

5. Check Your CPE Status Details

- View/Print Pending CPE –Displays items Pending Approval: Submitted, not yet approved
- View/Print CPE – Displays all Approved, in-date entries
 - Includes hours, category, and expiry (expiry is November 30 of the year listed)