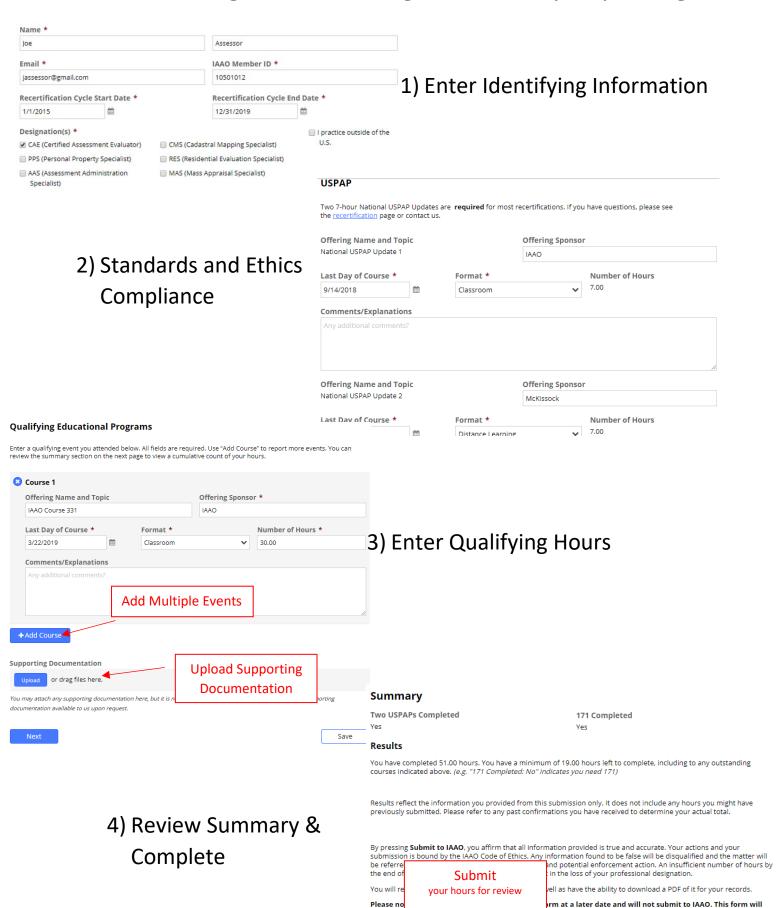
## **Logging and Submitting Your Hours**

- Enter your hours as you earn them, both IAAO events and from other providers
- Use the "Submit to IAAO" button to save your entries and submit for review
- Once you submit, you will receive an email copy for your records
- IMPORTANT: the email will include a link for you to return to your form to add more hours later
- An IAAO staff member will review your log and contact you if any changes are necessary
- Beginning March 1, 2020, only the new online log form will be accepted for reporting hours

## FAQ's

- Q: What are the recertification requirements?
  - A: Please visit <u>recertification</u> to view the requirements.
- Q: How can I find out my recertification cycle?
  - A: Please email <u>recertification@iaao.org</u> to inquire about your cycle dates.
- Q: How can I see what hours I have earned through IAAO?
  - A: Log in to your account on <u>www.iaao.org</u>. Then select *My Transcript* from the menu on the left. Note that many of our live webinars provide hours but do not appear on the transcript. You can view these under <u>learn.iaao.org</u>. Select *My Dashboard*, then select *Transcript/Achievements*.
- Q: Where can I find my IAAO ID number?
  - A: Log in to your account on <u>www.iaao.org</u>. You'll see it listed on your Personal Snapshot page.
- Q: Why do I have to log my hours earned with IAAO?
  - A: Currently there is no one source for committee members and IAAO staff to access credit hours you have earned. Logging your IAAO hours ensures all hours you are entitled to are submitted for review and prevents any delay in recertifying your designation. It also greatly improves the form's results section under the summary so you preliminarily know where you stand against the requirements. This will change with new software coming in 2025.
- Q: When is my log form due?
  - o A: You have up to two months after your cycle ends to submit your log form.
- Q: What if I need more time to earn or report hours?
  - A: A one year extension is available upon request and payment of an extension fee. You can
    download the required request form here: <u>Extension Form</u>.
- Q: How can I tell if an event I entered is acceptable before my cycle ends?
  - A: Once you submit your log form, an IAAO staff member will review it and contact you if a program you entered does not qualify or more information is needed.
- Q: How should I enter hours earned at a conference?
  - A: Enter the conference as one event with the total hours earned at the event. Conference
    providers supply proof of completion noting the total hours that qualify, excluding business
    meetings, social events, and the like.
- Q: How can I access my log form after I started it?
  - A: The confirmation e-mail you received when you submitted your log form contains an "Open Form" button.

## New Continuing Education Log: Fast & Easy Reporting



only submit if you click "Submit to IAAO.

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