How to Use the BCEN CE Tracker: In Audit Status

BCEN randomly audits at least 10% of candidates who recertify by CE attestation. If you are selected for audit, you will be required to provide documentation of your CEs via the BCEN CE tracker.

To submit your audit application via CE tracker:

1. On the *My Dashboard* page in your BCEN account, click *CE Audit Info Needed*.

2. Select the type of CE activity you would like to document in the left-hand menu.

3. Click the *ADD* button.

4. Select the type of credit earned (CECH or CME).

CECH (Continuing Education Contact Hour) is most common.

5. Enter the completion date.

Use the date the activity was completed, not the date you logged the activity in your tracker.

6. Enter the activity name and total number of contact hours earned.

Make sure this information matches your CE documentation or certificate of completion.

7. Select whether the CE Course/Activity is of clinical content and from an accredited provider.

Review the CE requirements guide for details.

8. Upload supporting documentation

Click on 'Choose File' to upload a document from your computer.

- If your documentation is not saved on your computer, you can use a scanner or take a photo to upload the documentation.

9. Click *Save*, then your credit summary will update in the *Summary* tab.

- Don't forget to hit *Submit* when you have finished entering your CEs!

Note: Contact hours earned on BCEN Learn will be automatically added to your BCEN CE tracker upon completion.

To download certificates of completion, log in to your BCEN Learn account and visit the My Activities page.