Using Your Information from the Historical Electronic Log

All of the activity you’ve added to your electronic log is now in Learning Builder!

Each activity from the old system is labeled with the activity type “Historical Activity.” These activities are organized by completion date, with the most recent activities listed first.

Here is how you access your historical electronic log information:

1. Go to your Learning Plan (in the blue ribbon at the top of the screen)

2. Click on the orange button on the right to begin/continue your recertification application

3. Scroll down (past the Requirements and Verify Eligibility section) to the Continuing Education Activities section.

For each activity, you will be required to verify the activity details and edit as needed prior to submission. In order to do so, please click on the grey “Activity Details” button on the right hand side of your screen. If one activity has both direct and indirect contact hours associated with it, these will show up as two separate historical activity entries.
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There are 3 simple steps you must take for each activity before you can submit:

1. Enter, update, or verify the activity name, description, sponsoring organization, start/end date, and the number of contact hours for the activity.

2. OPTIONAL - Upload your supporting documentation. (Recommended, but not required.)

3. Submit the activity to see progress towards your required contact hours.

Please note that if the activity type or care type has changed, we recommend that you delete the activity and re-submit it with the correct, updated information. Note: To delete an activity, you will need to exit out of the activity details screen (hit cancel). Once you are back to the list of historical activities, click the gear symbol to the right of the Activity Details button and select Delete.

You will also be asked to verify the contact hours received. Please note that the contact hours awarded for particular activities have recently changed, particularly with regard to the authorship, facilitating quality care, and leadership categories. Please click here to download detailed information about these changes.