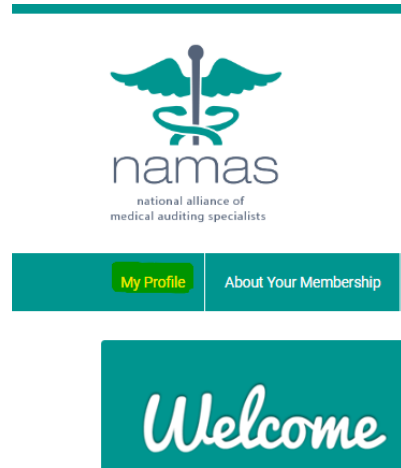# Steps For Entering Your CEUs
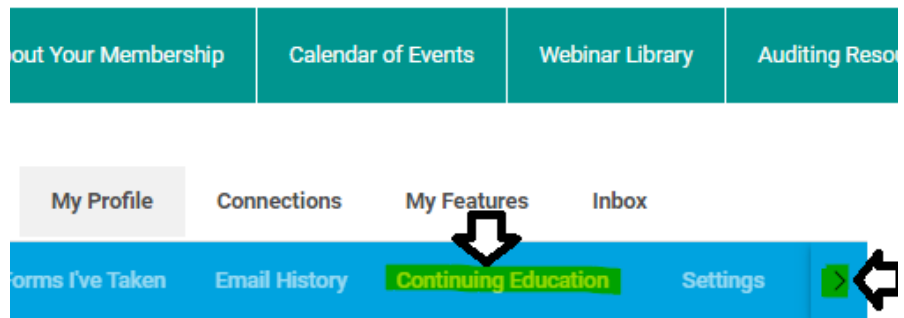
Step One:

Access the NAMAS Members Only Platform Locate & click on the **My Profile** icon as seen here.

Step Two:

Click the arrow on the far right of the blue banner to display "Continuing Education".

Step Three:

Once there, click **Add Credit** to enter your CEU information and upload your certificate.

Step Four:

Upon clicking "Add Credit," a popup will appear to prompt you to enter the specifications for the training event. Refer to the following screen images, and explanation of each prompt.

Add Education Credit

Event / Session Name *
Enter the name of the event or session on the CEU Certificate

Date Range *
Enter the date of the event

If not a multiple day event, use the same date as the end date

Credit Hours
Enter the number of CEUs the training event qualified for

Category
Please select the category that most appropriately identifies the training topic.

Location
Identify if the event was:
Virtual | Onsite

Description
Enter the CEU Index Code Here

Instructor
Presenter name should be entered here. If multiple presenters, continue in the description section.

Expiration Date
Each CEU certificate includes an expiration date. For reference, note the example below.

CLICK SAVE OR THE INFORMATION WILL NOT BE RECORDED!!

CANCEL   SAVE

NAMAS/DoctorsManagement, LLC

Certificate of Approval

_____
Name

Below is the expiration date of the CEU

AAPC
CEU APPROVED

This index # is valid for education purchased prior to 12/30/2024

This program meets AAPC guidelines for 1.0 CEUs. Can be split between Core A, CPMA and CPCO for continuing education units.

_____
Date

This program has the prior approval of AAPC for continuing education hours. Granting of prior approval in no way constitutes endorsement by AAPC of the program content or the program sponsor.

Step Five:

Upload the CEU certificate. After clicking save, the information entered will be displayed, as seen below, along with an option to upload the CEU certificate. **Effective for 2024, NAMAS will require the CEU certificate for all non-NAMAS events.**

Date Range	12/25/2025 - 12/25/2025
Event / Session	Auditing E/M
Hours	2.5
Category	Evaluation & Management
Added By	Member
Location	Virtual
Instructor	Shannon DeConda
Expiration	12/24/2026
Certificate	DOWNLOAD
Description	NAMAS01.12.25.2025

EDIT   UPLOAD CERTIFICATE

Step Six:

Ensure the upload was successful and all information is accurate. If the certificate is uploaded successfully, as seen below, you will have the option to download a copy of the certificate for your records.

Date Range	12/25/2025 - 12/25/2025
Event / Session	Auditing E/M
Hours	2.5
Category	Evaluation & Management
Added By	Member
Location	Virtual
Instructor	Shannon DeConda
Expiration	12/24/2026
Certificate	DOWNLOAD REPLACE
Description	NAMA 01.12.25.2025