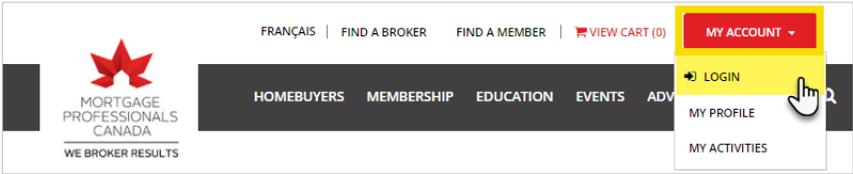
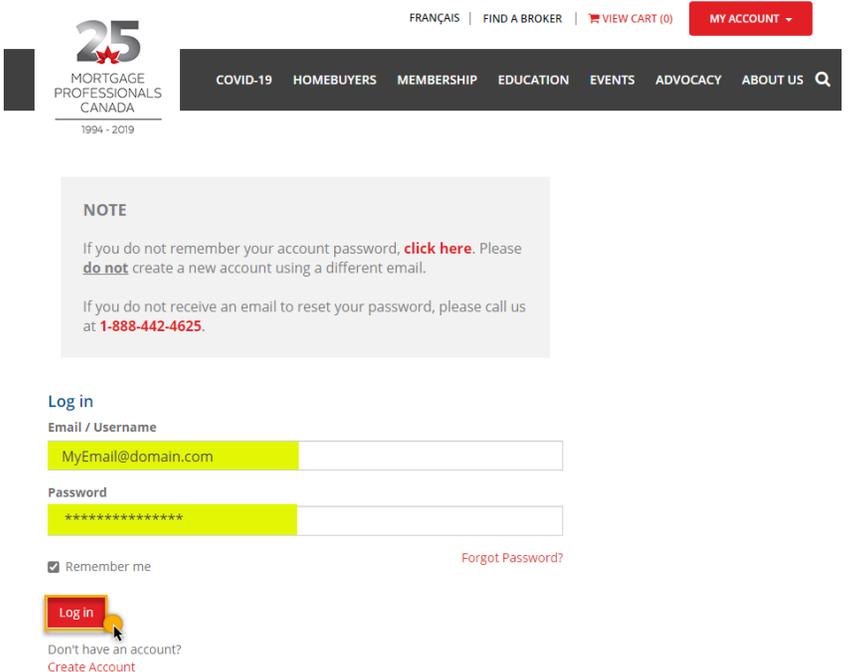
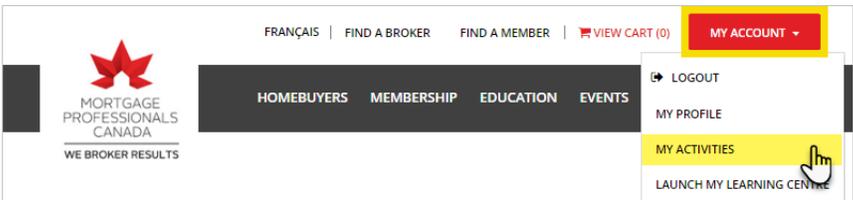


How to Self-Report Continuing Education Units

<p>➤ Visit www.MortgageProsCan.ca</p>	
<p>➤ Click on MY ACCOUNT from the top, right-hand corner of your screen</p> <p>➤ Click LOGIN</p>	
<p>➤ Enter your Username and Password</p> <p>➤ Click Log In to continue</p> <ul style="list-style-type: none"> ○ <i>If you have forgotten your Username or Password, click Forgot Password</i> ○ <i>If you do not have a profile, click Create Account</i> 	
<p>➤ Click MY ACCOUNT again from the top, right-hand corner of your screen</p> <p>➤ Click MY ACTIVITIES</p>	



➤ Click on **Self Report**

NOTE: Your in-progress courses and upcoming events will show under “Active Courses and Events”. Completed courses and events display under “Education History” for the previous three years.

The screenshot shows the website header with navigation links: COVID-19, HOMEBUYERS, MEMBERSHIP, EDUCATION, **EVENTS**, ADVOCACY, ABOUT US, BOARD PORTAL. Below the header, there are buttons for 'Launch My Online Courses', 'Support FAQ for Online Courses', and 'Self Report' (highlighted with a yellow box and a mouse cursor). Below these buttons is a table titled 'Active Courses and Events' with columns: Title, Activity Date, Online Expiry Date, Compulsory, Elective, Extension Request Deadline. A single row is visible with the title 'The Broker's Guide to Canadian Anti-Spam Legislation'. Below this is the 'Education History' section, which shows a table for the year 2021 with columns: Type, Title, Completed, Compulsory, Elective. The table is currently empty, displaying 'No Records Found'.

➤ If you're not sure of the category, enter it as “**Professional Development**”.

➤ Enter the details of the session.

➤ Review the [Continuing Education Program Guidelines for AMPs](#) for additional details on CE unit valuation, compulsory categories and approved topic areas.

➤ Click **Submit** to save to your education history.

NOTE: You will see a confirmation message. Click the X in the top, right-hand corner to return to your Education History page.

The screenshot shows a form titled 'Self Report' with a red close button (X) in the top right corner. The form contains the following fields: 'Course *' (a dropdown menu with a yellow box around it), 'Course Name *' (text input with a yellow box), 'Course Provider *' (text input with a yellow box), 'Number of CE's claimed (use 0.5 or 0.25 for partial credits) *' (text input with a yellow box), and 'Activity Date *' (calendar icon with a yellow box). A red 'Submit' button is at the bottom, with a mouse cursor pointing to it.

➤ Your entry will now show in the education history section as a self-reported activity.

The screenshot shows the 'Education History' section for the year 2018. The table has columns: Type, Title, Completed, Compulsory, Elective, and an 'Edit' button. A single row is highlighted in yellow, with 'Type' as 'Self-Reported', 'Title' as 'Course Name Here', 'Completed' as '0/0/0018', and 'Elective' as '0.00'. A yellow arrow points to the 'Self-Reported' type. The page shows '1 - 1 of 1 items'.

