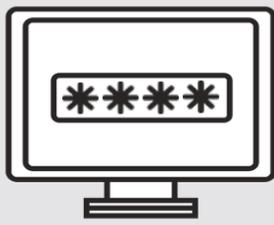


CPE REPORTING INSTRUCTIONS

Log CPE activities before completing your registration renewal. The data will automatically upload to your renewal.



1

LOG IN TO THE REGISTRANT PORTAL

<https://oab.us.thentiacloud.net/webs/oab/>



2

SELECT "CONTINUING PROFESSIONAL EDUCATION"

On left side of the Registrant Dashboard menu, select "Continuing Professional Education"



3

CHOOSE APPLICABLE CPE PERIOD

Select the applicable CPE period by selecting "View" (Example: 2020 CPE = Jan 1 – December 31, 2020)



4

+ ADD A NEW ACTIVITY

Scroll to the bottom of the page and select "+Add New Activity"



5

ENTER CPE LEARNING ACTIVITY INFO

Only fields with a red asterisk are required. **You are not required to upload certificates of completion**

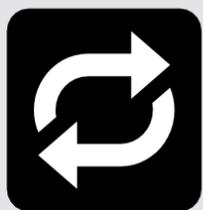
- CPE Category
- Activity Type
- Activity Title
- Organization (Provider)
- Date of Completion
- Number of Credits



6

SELECT "SAVE & BACK"

Click on "Save & Back"



7

REPEAT

Repeat these steps for each activity you have completed.

HELPFUL HINTS

- ✓ CPE Activities can be added one-by-one **OR** you may lump your CPE activities via category (TAA, PA, IGA, Ethics, Compilation)
- ✓ If lumping courses type "Various" or "Multiple" in the Course Activity Title and Organization and enter a generic completion date for the year the course was completed (Example: 12/31/2020)
- ✓ Only fields with a red asterisk are required
- ✓ Uploading CPE certificates is optional
- ✓ Failure to report CPE may result in disciplinary action