CPE REPORTING INSTRUCTIONS

1 **LOG IN TO REGISTRANT PORTAL**

https://oklahoma.gov/oab/resources/online-services.html

2 **SELECT CONTINUING PROFESSIONAL EDUCATION FROM MENU**

3 **FIND APPLICABLE CPE PERIOD AND SELECT VIEW**

4 **SCROLL TO BOTTOM AND + ADD NEW**

5 **ENTER CPE COURSE INFORMATION**
- CPE courses can be added one-by-one OR you may lump courses via CPE category
- If lumping, course title & organization should be labeled "various" or "multiple" and completion date should be end of year for that period

6 **SELECT SAVE & BACK**

7 **REPEAT STEPS 4–6 FOR REMAINING COURSES**

★ HELPFUL HINTS ★
- Only fields with a red asterisk are required
- Uploading certificates of completion is optional
- If a course contains multiple categories you may need to make a separate entry to account for those credits
- Failure to categorize correctly can lead to non-compliance