NCCPA
Certification. Excellence.

Log Your Conference Credits Conveniently at the NCCPA Website

Keep Track of Sessions You Attend

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Go to www.nccpa.net and Log on to Your Personal Certification Record

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Click "CME" on the left and then click on "Log New CME". Once on the "Log New CME" screen, select the conference you want to log and click "Continue".

- Select the dates that you would like to log. You may log activities by day or select "All Dates" to log the sessions for all dates at once.
- Choose the sessions you attended by clicking the check box next to each session.
- If you would like to change the cycle, click on the cycle box next to each session and select the cycle for which you would like the session applied. (Only qualifying cycles will be listed.)
- If necessary, change the amount of credits that you are claiming for each session in the "Credits Logged" column.
- If you would like to apply the activity to a CAQ, select the CAQ from the drop down menu in the "Also apply towards CAQ" column. (You may select multiple CAQs.)
- When you have selected that day's activities, click on the box next to the statement that states "I certify that the above information is true and correct", and then click the "Save" button and choose the next step that you would like to take.
- To close the conference after entering all sessions that you attended for the conference, click "Save" and then select the "Save and Close Conference" option.

* To edit a session after it is logged, go to the CME Details page and click "edit" next to the session.

By logging your credits through the Conference Logging Link, your credits are verified, and thereby not audited by NCCPA.

Our service representatives are available 8:30 am – 5:00 pm EST Monday-Friday to help answer any questions you may have. The NCCPA customer service line is (678) 417-8100.