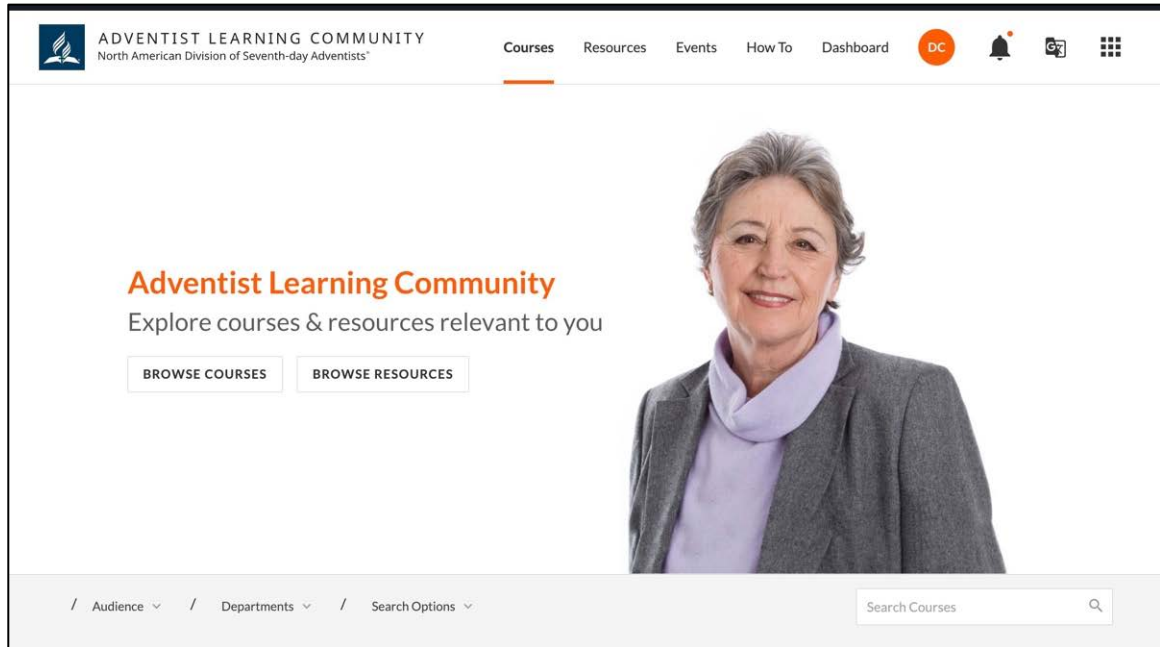
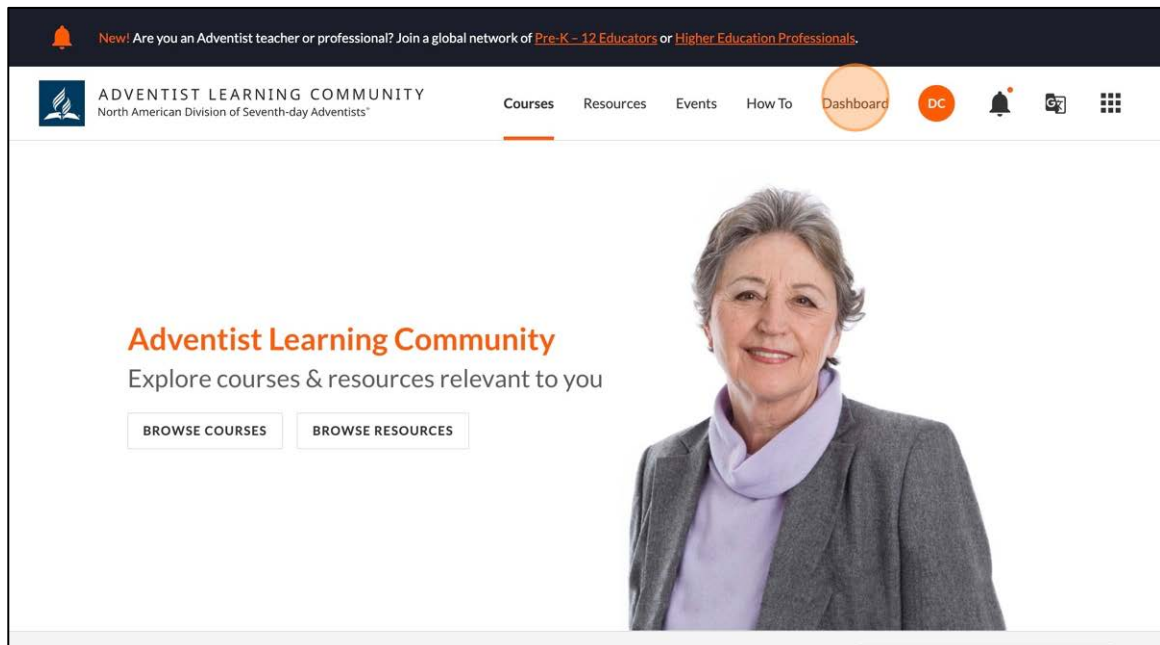


Submitting Multiple CEU Requests on Adventist Learning Community

1. Navigate to <https://www.adventistlearningcommunity.com/>



2. Click "Dashboard"



3. Click "My CEU Requests"

The screenshot shows the 'Dashboard' page of the Adventist Learning Community. The left sidebar contains links to 'Dashboard', 'My CEU Requests', 'My Courses', 'My Events', 'My Portfolio', 'Quick Links', 'Send CEU Request', 'My Account', 'My Account', and 'Logout'. The main content area is titled 'Dashboard' and features two sections: 'My Courses' and 'My Completed Courses (13)'. The 'My Courses' section shows 'Current Courses (0)' and a link to 'View course catalog'. The 'My Completed Courses' section lists two courses: 'Sexual Abuse - Reclaiming Hope' (1.0 CEU, 100% complete) and 'Google Classroom: Setting Up, Organizing, Archiving, and More!' (0.05 CEU, 100% complete). Each course has 'VIEW' and 'WRITE REVIEW' buttons.

New! Are you an Adventist teacher or professional? Join a global network of [Pre-K - 12 Educators](#) or [Higher Education Professionals](#).

ADVENTIST LEARNING COMMUNITY
North American Division of Seventh-day Adventists®

Courses Resources Events How To Dashboard DC

Dashboard
My CEU Requests
My Courses
My Events
My Portfolio

Quick Links
Send CEU Request

My Account
My Account
Logout


Dashboard

My Courses

Current Courses (0) Course Collections

You are not enrolled in any courses. [View course catalog](#).

My Completed Courses (13)

**Sexual Abuse - Reclaiming Hope**
1.0 CEU · 100% complete

VIEW WRITE REVIEW

Google Classroom: Setting Up, Organizing, Archiving, and More!
0.05 CEU · 100% complete

VIEW WRITE REVIEW

4. Click "New CEU Request"

The screenshot shows the 'Dashboard' page of the Adventist Learning Community, specifically the 'My CEU Requests' section. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Dashboard' and features a 'My CEU Requests' section. This section has a 'NEW CEU REQUEST' button in the top right corner. Below this, there is a sub-section 'Outgoing Requests' with radio buttons for 'Open requests' (selected) and 'Closed requests'. A table with columns 'STATUS', 'TO', 'REQUEST', and 'CREATION DATE' is shown, but it is empty with the text 'No items to list'. At the bottom right of the table, it says '0 of 0' with navigation arrows.

New! Are you an Adventist teacher or professional? Join a global network of [Pre-K - 12 Educators](#) or [Higher Education Professionals](#).

ADVENTIST LEARNING COMMUNITY
North American Division of Seventh-day Adventists®

Courses Resources Events How To Dashboard DC

Dashboard
My CEU Requests
My Courses
My Events
My Portfolio

Quick Links
Send CEU Request

My Account
My Account
Logout

Dashboard

My CEU Requests

NEW CEU REQUEST

Outgoing Requests

☒ Open requests ☐ Closed requests

STATUS	TO	REQUEST	CREATION DATE
No items to list			

0 of 0 < >

5. Click "add" to add a new CEU activity.

The screenshot shows the 'New CEU Request' form in the dashboard. The left sidebar contains navigation links: Dashboard, My CEU Requests, My Courses, My Events, My Portfolio, Quick Links, Send CEU Request, My Account, My Account Logout, and Logout. The main content area is titled 'Dashboard' and 'My CEU Requests > New CEU Request'. It includes an 'Activities' section with instructions: 'Click "+" to add individual CEU activities. Save as draft or click "submit" when you are ready to submit the form to your Conference.' and a link 'View rubric for teachers'. Below this is a table with columns: TITLE, TYPE, DATE, and CEU VALUE. The table is empty, showing 'No activities to list'. An orange circle highlights the '+' icon in the 'Add Activity' button. Below the table is a 'Send request as' dropdown menu set to 'Teacher at College Park Elementary School'. At the bottom, it says 'Your request will be sent to' and lists three recipients: Donna Brkic (DB), David Forsey, and Reynold Hazelwood (RH), all from the Ontario Conference.

TITLE	TYPE	DATE	CEU VALUE
No activities to list			

+ Add Activity

Send request as
Teacher at College Park Elementary School

Your request will be sent to

- DB Donna Brkic
Ontario Conference
- David Forsey
Ontario Conference
- RH Reynold Hazelwood
Ontario Conference

6. Select the activity type from the dropdown menu.

The screenshot shows the 'Add Activity' modal form. The left sidebar is the same as in the previous screenshot. The modal has a title 'Add Activity' and a close button. It includes an 'Activity type' dropdown menu set to 'Professional Learning (Group)', which is highlighted with an orange circle. Below this is an 'Activity Title' text field with the placeholder 'Activity'. A 'Date' field is set to 'Start Date - End Date'. Below that is a 'Total Hours Spent' field and a 'CEU Credits Represented' field set to '0.00'. At the bottom, there is a 'Supporting File' section with the text 'If you have a document that helps support your request, please upload it here.' and a 'No file uploaded' message. Accepted formats are listed: Pages documents, Word documents, PDFs, JPGs, Powerpoint, and Keynote presentations. At the bottom of the modal are 'CANCEL' and 'SAVE' buttons.

Add Activity

Activity type
Professional Learning (Group)

Activity Title
Activity

Date
Start Date - End Date

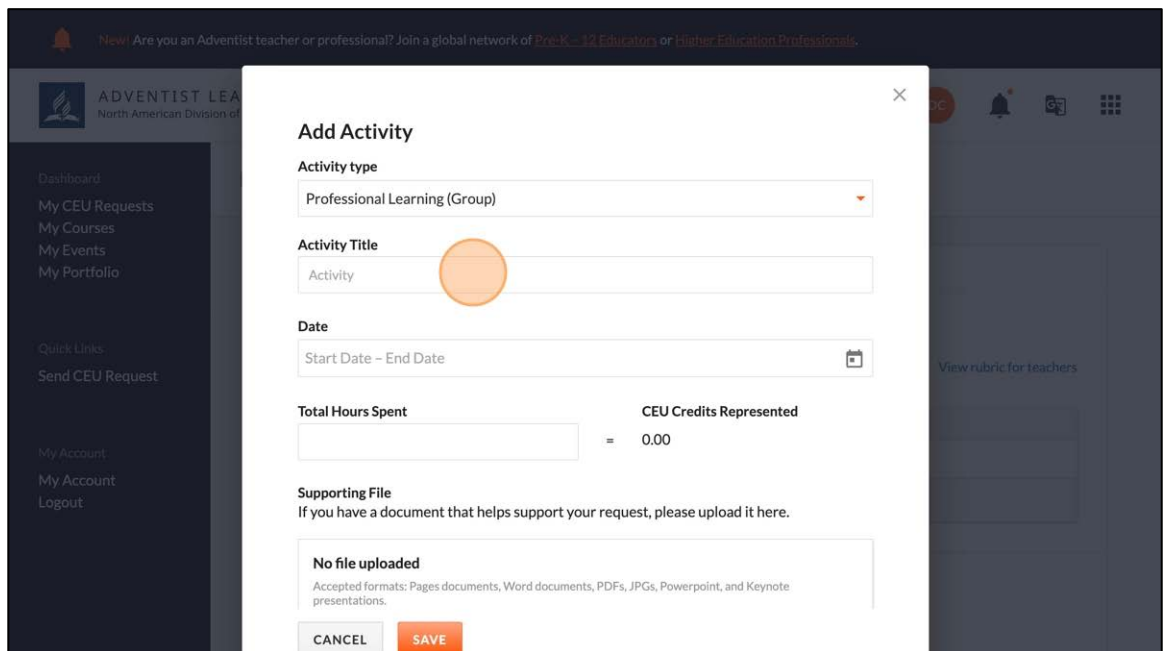
Total Hours Spent
CEU Credits Represented
= 0.00

Supporting File
If you have a document that helps support your request, please upload it here.

No file uploaded
Accepted formats: Pages documents, Word documents, PDFs, JPGs, Powerpoint, and Keynote presentations.

CANCEL SAVE

7. Type the title of the event in the "Activity" field.



Add Activity

Activity type
Professional Learning (Group)

Activity Title
Activity

Date
Start Date – End Date

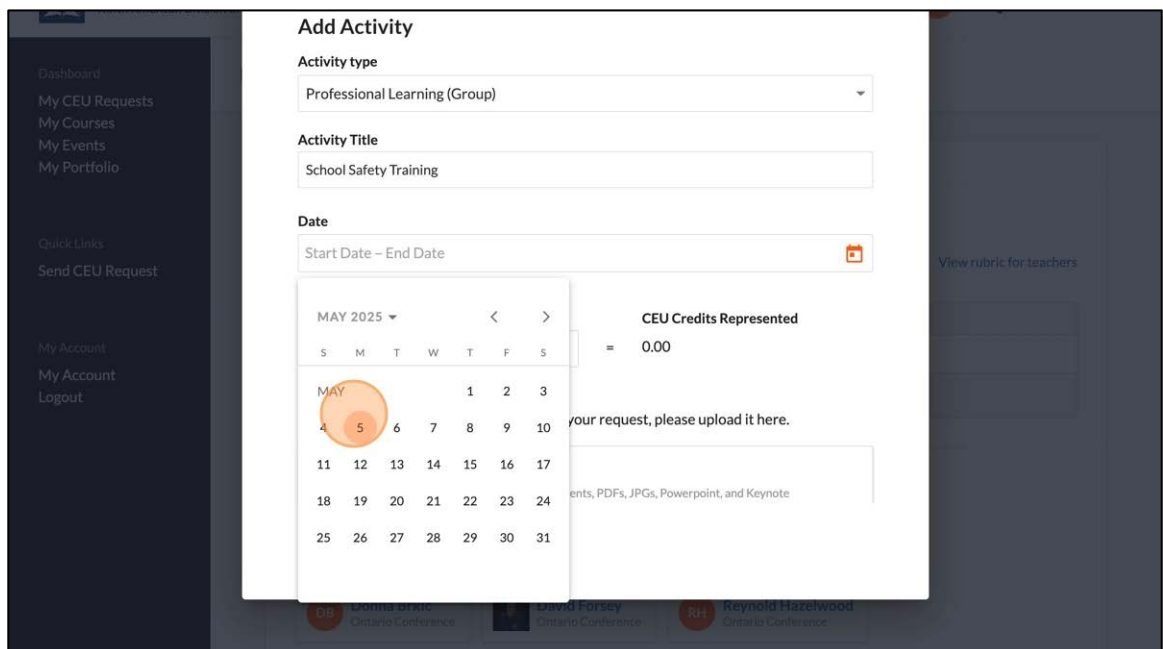
Total Hours Spent
CEU Credits Represented
= 0.00

Supporting File
If you have a document that helps support your request, please upload it here.

No file uploaded
Accepted formats: Pages documents, Word documents, PDFs, JPGs, Powerpoint, and Keynote presentations.

CANCEL SAVE

8. Select the activity start and end dates.



Add Activity

Activity type
Professional Learning (Group)

Activity Title
School Safety Training

Date
Start Date – End Date

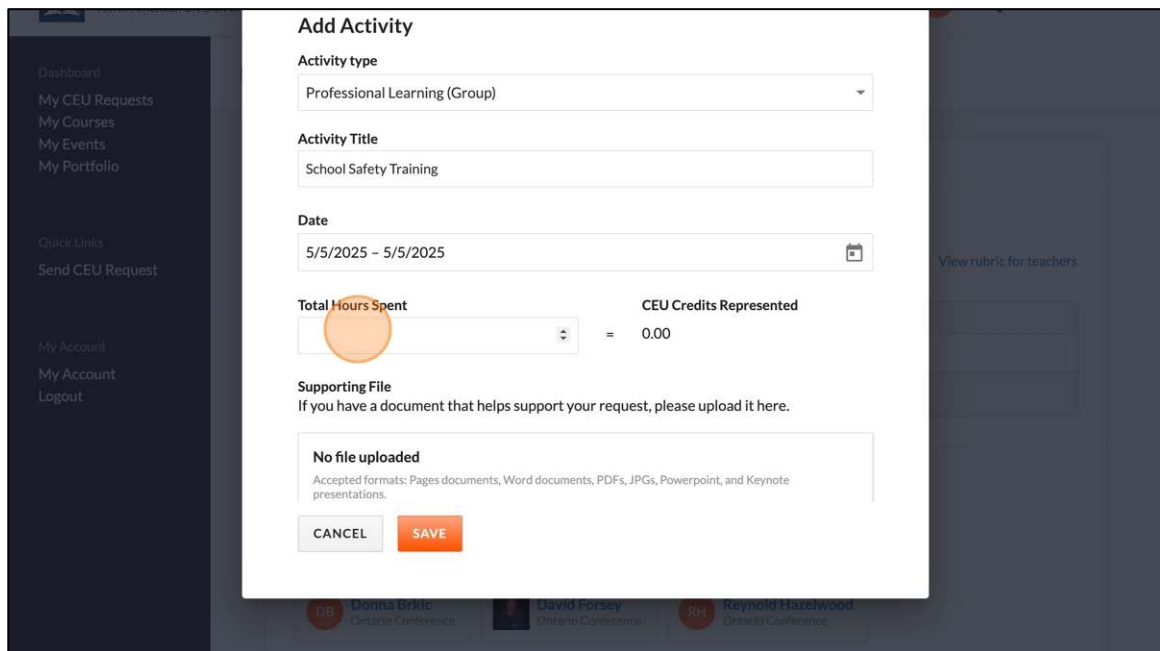
CEU Credits Represented
= 0.00

Supporting File
If you have a document that helps support your request, please upload it here.

No file uploaded
Accepted formats: Pages documents, Word documents, PDFs, JPGs, Powerpoint, and Keynote presentations.

CANCEL SAVE

9. Enter the event duration (hours).

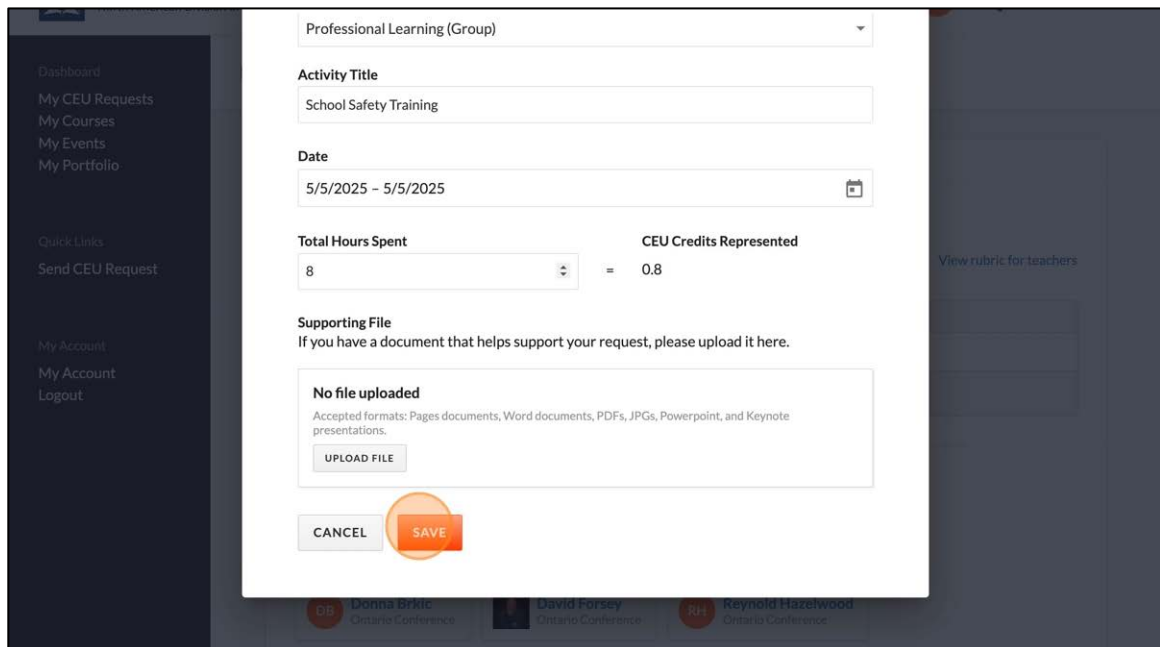


The screenshot shows the 'Add Activity' form in a web application. The form is titled 'Add Activity' and contains the following fields:

- Activity type:** A dropdown menu with 'Professional Learning (Group)' selected.
- Activity Title:** A text input field containing 'School Safety Training'.
- Date:** A date range input field showing '5/5/2025 - 5/5/2025'.
- Total Hours Spent:** A dropdown menu with a value of 0.00. This field is highlighted with an orange circle.
- CEU Credits Represented:** A text input field showing '0.00'.
- Supporting File:** A section with the text 'If you have a document that helps support your request, please upload it here.' and a 'No file uploaded' message. Below this is a list of accepted formats: Pages documents, Word documents, PDFs, JPGs, Powerpoint, and Keynote presentations.

At the bottom of the form are two buttons: 'CANCEL' and 'SAVE'.

10. Click "Save"



This screenshot shows the same 'Add Activity' form as the previous one, but with the 'Total Hours Spent' field updated to '8' and the 'CEU Credits Represented' field updated to '0.8'. The 'SAVE' button is now highlighted with an orange circle.

The form fields are:

- Activity type:** Professional Learning (Group)
- Activity Title:** School Safety Training
- Date:** 5/5/2025 - 5/5/2025
- Total Hours Spent:** 8
- CEU Credits Represented:** 0.8
- Supporting File:** No file uploaded. Accepted formats: Pages documents, Word documents, PDFs, JPGs, Powerpoint, and Keynote presentations. An 'UPLOAD FILE' button is visible.

The 'SAVE' button is highlighted with an orange circle.

11. Click the "+" to add a new activity.

The screenshot shows the 'New CEU Request' form in the dashboard. The left sidebar contains navigation links: Dashboard, My CEU Requests, My Courses, My Events, My Portfolio, Quick Links, Send CEU Request, My Account, My Account, and Logout. The main content area is titled 'Dashboard' and 'My CEU Requests > New CEU Request'. It includes an 'Activities' section with instructions: 'Click "+" to add individual CEU activities. Save as draft or click "submit" when you are ready to submit the form to your Conference.' A table lists activities with columns: TITLE, TYPE, DATE, CEU VALUE, and a status icon. The first row shows 'School Safety Training' as 'Professional Learning (Group)' on 'May 5, 2025' with a '0.8' CEU value. Below the table is a '+ Add Activity' button. Further down, there is a 'Send request as' dropdown menu set to 'Teacher at College Park Elementary School' and a section 'Your request will be sent to' with three contact cards: Donna Brkic, David Forsey, and Reynold Hazelwood, all from the Ontario Conference.

TITLE	TYPE	DATE	CEU VALUE	
School Safety Training	Professional Learning (Group)	May 5, 2025	0.8	...

+ Add Activity

Send request as
Teacher at College Park Elementary School

Your request will be sent to

DB Donna Brkic
Ontario Conference

David Forsey
Ontario Conference

RH Reynold Hazelwood
Ontario Conference

12. Repeat the same process - add the event type, title, date, and hours. Click "save".

The screenshot shows the 'Add Activity' modal form. It includes a dropdown menu for 'Professional Learning (Group)'. The 'Activity Title' field contains 'UFLI Training'. The 'Date' field shows '6/23/2025 - 6/24/2025'. The 'Total Hours Spent' field is set to '6', and the 'CEU Credits Represented' field is set to '0.6'. There is a 'Supporting File' section with the text 'If you have a document that helps support your request, please upload it here.' and a 'No file uploaded' message. Below this is an 'UPLOAD FILE' button. At the bottom of the modal are 'CANCEL' and 'SAVE' buttons.

Professional Learning (Group)

Activity Title
UFLI Training

Date
6/23/2025 - 6/24/2025

Total Hours Spent
6

CEU Credits Represented
= 0.6

Supporting File
If you have a document that helps support your request, please upload it here.

No file uploaded
Accepted formats: Pages documents, Word documents, PDFs, JPGs, Powerpoint, and Keynote presentations.

UPLOAD FILE

CANCEL SAVE

13. Complete the reflection questions at the bottom regarding the reported activities.

+ Add Activity

Send request as
Teacher at College Park Elementary School

Your request will be sent to

DB Donna Brkic
Ontario Conference

David Forsey
Ontario Conference

RH Reynold Hazelwood
Ontario Conference

BP Brandy-Lane Perkins
Seventh-day Adventist Church in Canada

What?
What did you notice? What facts or observations stood out? *

So what?
Why is that important? What patterns or conclusions are emerging? *

Now what?
What are you going to do as a result of your experiences? How will you apply what you have learned? *

14. Click "Save as Draft".

DB Donna Brkic
Ontario Conference

David Forsey
Ontario Conference

RH Reynold Hazelwood
Ontario Conference

BP Brandy-Lane Perkins
Seventh-day Adventist Church in Canada

What?
In these conferences, I learned

So what?
The topics I chose to learn about

Now what?
With this new knowledge, I will put together

CANCEL CLEAR FORM Autosaved just now SAVE AS DRAFT SUBMIT

15. When ready to add a new activity to your draft form, click "My CEU Requests"

The screenshot shows the Adventist Learning Community dashboard. The sidebar on the left contains a list of links: Dashboard, My CEU Requests (highlighted with an orange circle), My Courses, My Events, My Portfolio, Quick Links, Send CEU Request, My Account, My Account, and Logout. The main content area is titled 'Dashboard' and features two sections: 'My Courses' and 'My Completed Courses (13)'. The 'My Courses' section shows 'Current Courses (0)' and a link to 'View course catalog'. The 'My Completed Courses' section lists two courses: 'Sexual Abuse - Reclaiming Hope' (1.0 CEU, 100% complete) and 'Google Classroom: Setting Up, Organizing, Archiving, and More!' (0.05 CEU, 100% complete). Each course has 'VIEW' and 'WRITE REVIEW' buttons.

16. Click on the draft line item.

The screenshot shows the 'My CEU Requests' section of the dashboard. A 'NEW CEU REQUEST' button is in the top right. Below it, the 'Outgoing Requests' section is active, showing 'Open requests' selected. A table lists the requests:

STATUS	TO	REQUEST	CREATION DATE
DRAFT	Donna Brkic, David Forsey, Reynold Hazelwood, Brandy-Lane Perkins	Batch request	June 9, 2025

The 'DRAFT' status in the first row is highlighted with an orange circle. At the bottom right of the table, it says '1 - 1 of 1' with navigation arrows. The footer of the page includes 'North American Division of Seventh-day Adventists © 2025' and links for 'About', 'Privacy', 'Terms of Use', and 'Contact'.

17. The form will re-open. Click the "+" to add a new item.

My CEU Requests > Dana Chant: Batch Request

Activities
Click "+" to add individual CEU activities. Save as draft or click "submit" when you are ready to submit the form to your Conference. [View rubric for teachers](#)

TITLE	TYPE	DATE	CEU VALUE	
School Safety Training	Professional Learning (Group)	May 5, 2025	0.8	***
UFLI Training	Professional Learning (Group)	June 23, 2025 - June 24, 2025	0.6	***

+ Add Activity

Send request as
Teacher at College Park Elementary School

Your request will be sent to

- DB Donna Brkic**
Ontario Conference
- David Forsey**
Ontario Conference
- RH Reynold Hazelwood**
Ontario Conference
- BP Brandy-Lane Perkins**
Seventh-day Adventist Church in Canada

18. Follow the same steps and save.

Add Activity

Activity type
Professional Learning (Group)

Activity Title
CPR and First Aid Training

Date
6/26/2025 - 6/26/2025

Total Hours Spent
5

CEU Credits Represented
= 0.5

Supporting File
If you have a document that helps support your request, please upload it here.

No file uploaded
Accepted formats: Pages documents, Word documents, PDFs, JPGs, Powerpoint, and Keynote presentations.

CANCEL SAVE

19. When you have added all your activities and you are ready to submit to your Conference, click on the draft line item.

The screenshot shows the 'ADVENTIST LEARNING COMMUNITY' dashboard for the North American Division of Seventh-day Adventists. The top navigation bar includes links for Courses, Resources, Events, How To, and Dashboard (which is highlighted). A user profile icon labeled 'DC' and a notification bell are also present. The left sidebar contains a menu with 'Dashboard', 'My CEU Requests', 'My Courses', 'My Events', 'My Portfolio', 'Quick Links', 'Send CEU Request', 'My Account', 'My Account Logout', and 'Logout'. The main content area is titled 'Dashboard' and features a 'My CEU Requests' section with a 'NEW CEU REQUEST' button. Under 'Outgoing Requests', there are radio buttons for 'Open requests' (selected) and 'Closed requests'. A table lists the requests:

STATUS	TO	REQUEST	CREATION DATE
DRAFT	Donna Brkic, David Forsey, Reynold Hazelwood, Brandy-Lane Perkins	Batch request	June 9, 2025

At the bottom of the table, it shows '1 - 1 of 1' with navigation arrows. The 'DRAFT' status is highlighted with an orange circle.

20. Scroll to the bottom and click "submit"

The screenshot shows the 'Send request as' dropdown menu set to 'Teacher at North American Division'. Below this, it says 'Your request will be sent to'. The form has three sections: 'What?' with the text 'I learned that', 'So what?' with the text 'It is important to know this information because', and 'Now what?' with the text 'With this new knowledge, I will'. At the bottom, there are 'CANCEL' and 'CLEAR FORM' buttons. On the right, it says 'Autosaved just now' and a large orange 'SUBMIT' button. The left sidebar is partially visible, showing 'My Account', 'My Account Logout', and 'Logout'.

21. You're done. Your submission has been sent to your Conference for approval. If you need to add something you forgot, simply create a new CEU request and complete the same steps and submit.

