Need to Submit Pre-Approved CE?
To submit pre-approved CE, log in to your CRCC account. Click **CRC (or applicable credential)** in the **My Certifications and Renewals** section. This will take you to your renewal requirements page.
Click on the **Continuing Education Checklist** tab.

<table>
<thead>
<tr>
<th>Current Renewal Application:</th>
<th>CRC Renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Renewal Cycle Start Date:</td>
<td>10/01/2019</td>
</tr>
<tr>
<td>Current Renewal Cycle Due Date:</td>
<td>09/30/2024</td>
</tr>
<tr>
<td>Renewal Application Submission Date:</td>
<td></td>
</tr>
</tbody>
</table>

Your requirements can be accessed from this page. Click on tabs to see the requirements. Notice the icons associated with the statuses.
Click the **Report CE** button. Then click the **Pre-Approved CE** button.
Insert the pre-approval number from the completion certificate and click Next.
Insert the **Activity Date** from the certificate.

The system will automatically populate the number if hours the course has been pre-approved for (**Course Max**).

*If your certificate shows a different number of hours, insert the correct number of hours in the **Requested** hours box.*

When complete, click either **Save & add more** (then repeat the process) or **Save**.
You will get a message if the credit has been accepted.

If you get an error message, check your certificate and ensure that the information inserted is correct. If it is and you still get an error message, contact CRCC at info@crccertification.com.