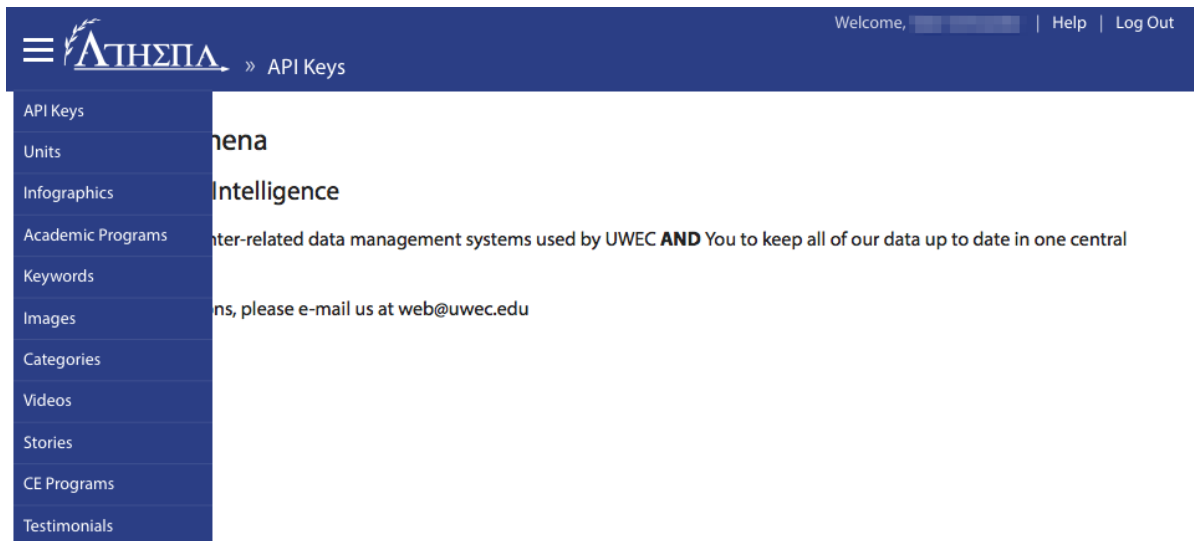


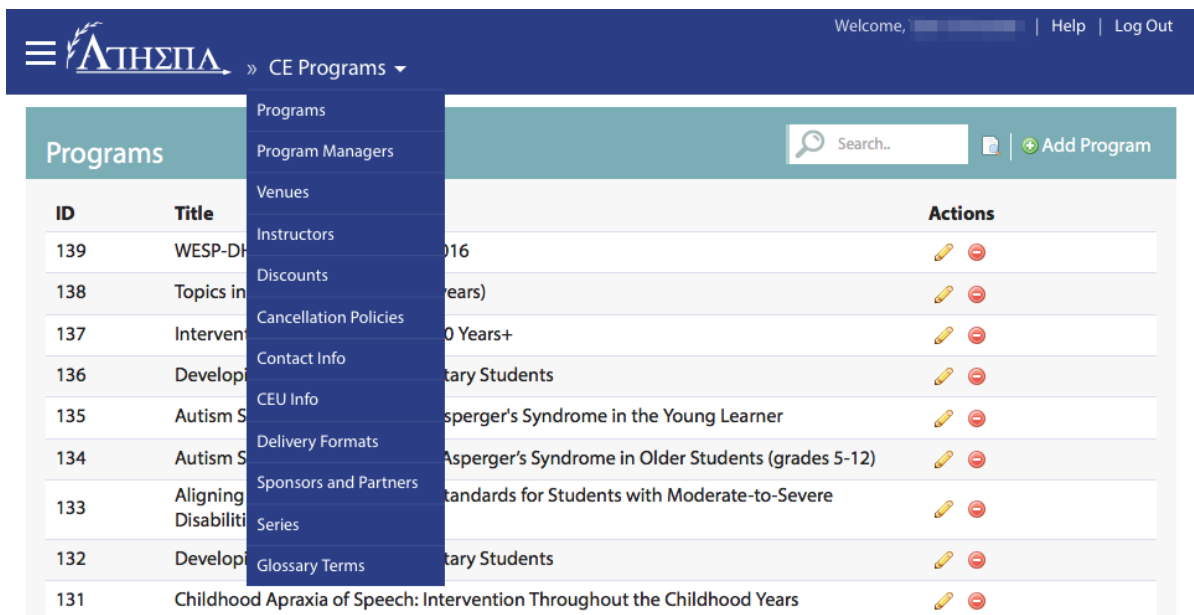
# Athena CE Programs: Adding CEU Info

Last Modified on 02/27/2020 11:14 am CST

1. [Log in to Athena](#)
2. Select **CE Programs** from the navigation menu.



3. Select **CEU Info** from the sub-navigation menu.



4. Click **Add CEU Info** at the top.


Welcome,                      | [Help](#) | [Log Out](#)

» CE Programs ▾

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CEU Infos

 Search..
  Add CEU Info

5. Add a name for this CEU Info. This is not publicly visible.

Editing CEU Info

**Name**

**URL**

**Statement**

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Participants will earn #CHx.10# Continuing Education Units ( #CH# Continuing Education hours) upon completion of this program. UW-Eau Claire Continuing Education has been approved by NBCC as an Approved Continuing Education Provider, ACEP No. 6669. For more information on approved contact hours and Continuing Education Credits for Human Service Professionals, please click here.

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**Image**

Find Image
Upload Image

6. (Optional) Add a URL. This is used to link to other policies regarding credits and CEU info elsewhere on the site.

7. Add a statement. This should include variables to calculate the Continuing Education Units (CEUs). Use <#CHxNNN#> to calculate the CEUs based on the number of Contact Hours a given program has been assigned (e.g. <#CHx.10#>). Use <#CH#> to insert the Contact Hours from a given program.

*NOTE: Be sure to check the "CE Programs" crop tab. See [Adding Editing a Program: Content Tab](#) for instructions on adding Contact Hours to a program.*

8. (Optional) Select or upload a new image.

*NOTE: Be sure to check the "CE Programs" crop tab. For help adding a new image, see [Adding an Image](#), [Editing Image Properties](#), and [Cropping an Image](#). Affiliation or accreditation logos should be included in the specific program's content area.*

9. Click **Create CEU Info**.

Cancel

Create CEU Info

### Still need help?

If you have questions related to this article, please contact the LTS Help Desk at [715-836-5711](tel:715-836-5711) or [helpdesk@uwec.edu](mailto:helpdesk@uwec.edu).