



PSI CE Online Frequently Asked Questions

Provider Questions

How do I log in to the system?

Providers

[Click here to request a password for the site](#)

Log in to the site to:

- Upload attendance records
- Update your contact information
- Search for approved courses
- Search for approved instructors

For your initial login, you must click here and enter your email address and select Submit. You will then receive an email immediately with additional instructions on how to set a new password. If you do not receive an email, please contact PSI at ce@psionline.com or 1-877-526-6833.

If you are also a licensee, you must use a different email address for that account. If you do not have 2 different email addresses, please contact PSI at ce@psionline.com or 1-877-526-6833.

How do I find the list of approved courses?

Select "Courses", then select "All Activity" under Status, then select "Filter". A list of all courses will appear.

Where do I find the Instructor information?

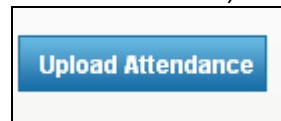
Select "Instructor Search". Note: you will need the Reference Number for the instructor in order to upload the licensees upon completion of the course.

What information do I need to collect from licensees in order to upload upon completion of the course?

License Reference Number, Licensee First Name, Licensee Last Name, and Term.

How do I find a licensee reference number?

Select Attendance, then Select Upload Attendance.



Select "here". You need to enter the last name, then first name, ie., (Public,John).

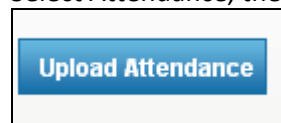
- The first row of the file must contain the column header from the template.
- Provider Reference Number must be your Provider Reference Number.
- License Reference Number is required and must begin with an "L".
- Licensee First and Last Name must match the name on file at NJ REC. Look it up [here](#).
- Course Reference Number is required and must begin with a "C".
- Course Reference Number must be for an approved course: if your course has not yet been approved...

When uploading be sure to use the Ref Num, NOT the Emp Ref Num.

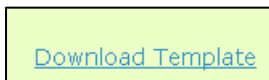
Licensee Name	Emp Ref Num	Ref Num
MILLER,CAMILLE L	0998979	9805001

How do I enter the names of the licensees upon completion of the course?

Select Attendance, then Select Upload Attendance.



There will be instructions on how to upload a CSV file. Please use the "Download Template" to fill in the fields needed. Then you just need to save and upload.



After I have submitted a course, can I review the list of attendees?

Select "Attendance", and put in specific search criteria. The list of attendees will appear.

I have reported the course for a licensee but it was credited to the wrong person, how do I get this corrected?

Please contact PSI at ce@psionline.com or 1-877-526-6833.

Where can I find answers to CE questions, such as, how many credits are required for a cycle?

Select "FAQ" at the left bottom of the page. Or go to the Departments website at http://www.state.nj.us/dobi/division_rec/licensing/continuingeducation/faqs.htm.

Is the PSI CE online website compatible with a Macintosh?

Yes, the only conflict will be if you are using Microsoft IE 6.

If I am an instructor but not a provider, can I access this system?

No, only providers and licensees have accounts.