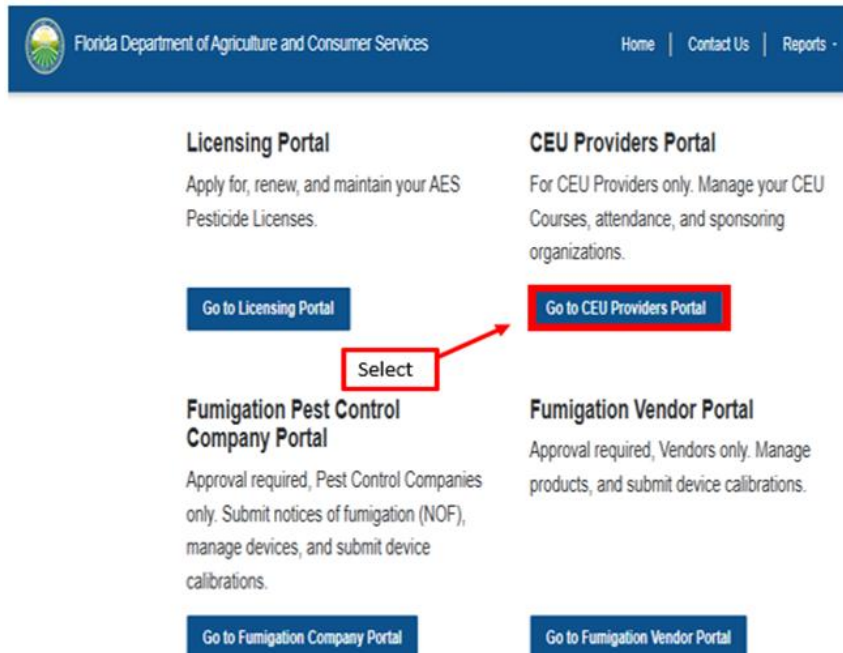


CEU Providers Portal

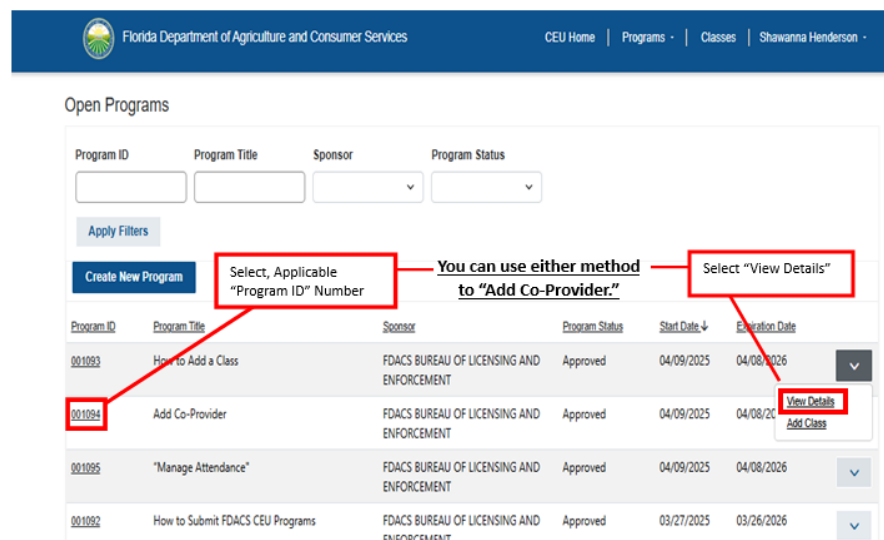
How to Add a Co-Provider to an Approved CEU Program

To add a Co-Provider to your existing approved program, follow these steps.

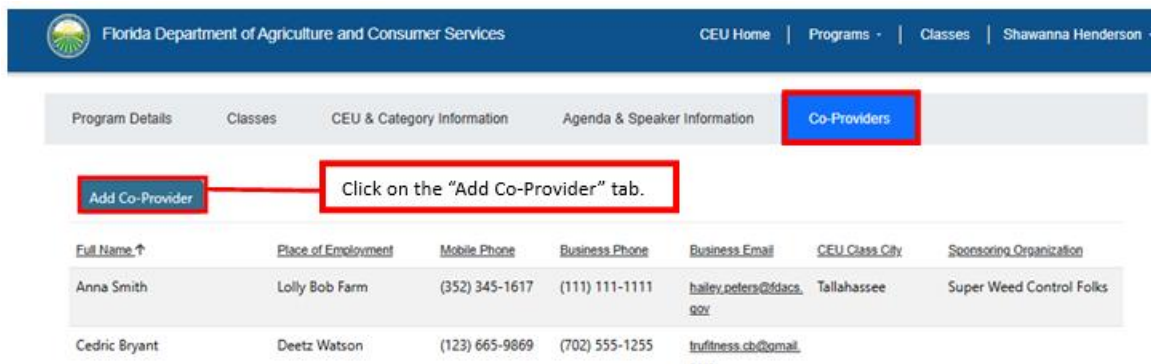
1. Go to <https://aeslicensing.fdacs.gov> and sign in with your credentials.
2. From the home screen, select 'Go to CEU Providers Portal'.



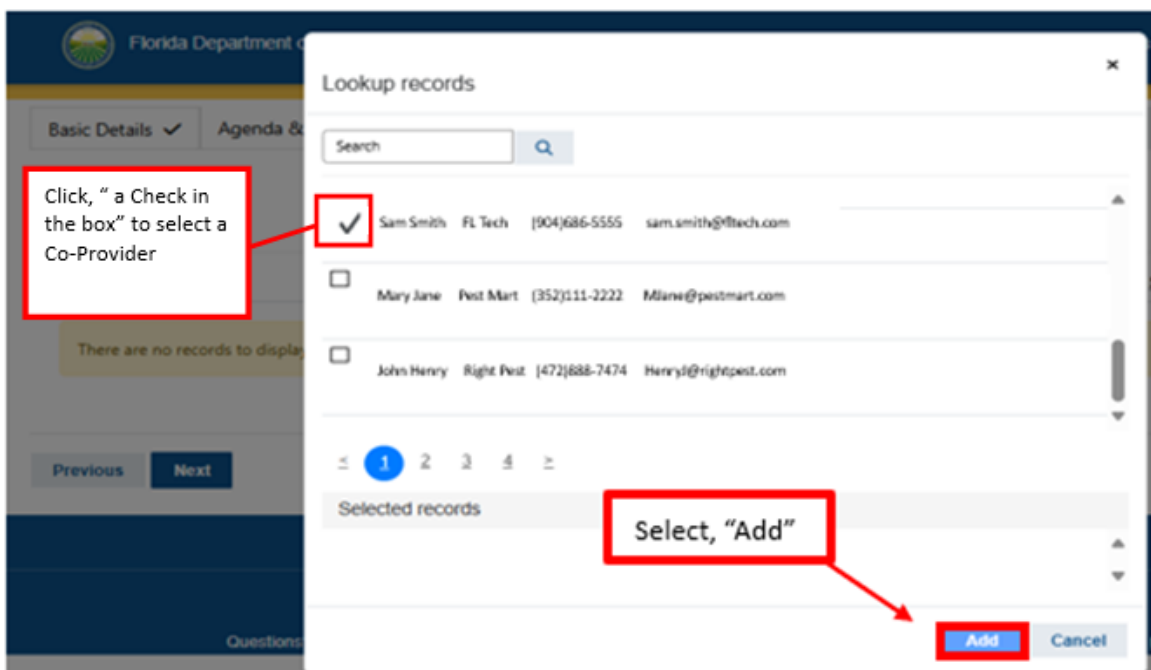
3. Under 'Open Programs', find the applicable Program ID. You can click the Program ID directly OR use the drop-down menu at the end of the Program ID and select 'View Details'.



4. At the top of the page, select the 'Co-Providers' tab. Click 'Add Co-Provider'. Choose a Co-Provider from the list and check the box to select. Click 'Submit'.



Full Name ↑	Place of Employment	Mobile Phone	Business Phone	Business Email	CEU Class City	Sponsoring Organization
Anna Smith	Lolly Bob Farm	(352) 345-1617	(111) 111-1111	hailey.peters@fdacs.gov	Tallahassee	Super Weed Control Folks
Cedric Bryant	Deetz Watson	(123) 665-9869	(702) 555-1255	trufitness.ch@gmail		



Click, "a Check in the box" to select a Co-Provider

Select, "Add"

Search	Q
☒	Sam Smith FL Tech (904)686-5555 sam.smith@fltech.com
☐	Mary Jane Pest Mart (352)111-2222 MJane@pestmart.com
☐	John Henry Right Pest (472)688-7474 HenryJ@rightpest.com

Selected records

Add Cancel

Important Notes

Either the Provider or a designated Co-Provider must be present at each class location to:

- Monitor attendance
- Ensure program integrity
- Distribute attendance forms