



ABTC® has provided the screenshots below to familiarize the Approved Provider individuals who will be submitting the Courses. Please contact ABTC if you have any questions or need assistance. The form is to be submitted for Category I offerings of 1.5 or more CEPTCs for review by ABTC. The application must be submitted 10 days before the course offer date.

If you are the primary contact for the Approved Provider process, you will have the Course Submission option below in your Certemy account. If you don't know your contact person, please contact ABTC at info@abtc.net

The screenshot displays the ABTC Certemy user interface. At the top, there is a navigation bar with the ABTC logo and menu items: My Credentials, Digital Wallet, Transcripts, User Guide, and Provider Test1 Professional at ABTC. The main content area is divided into two panels. The left panel, titled 'My Credentials', contains a search bar and two tabs: 'SHOW ACTIVE ONLY' (selected) and 'SHOW ALL'. Below the tabs is a list of credential entries. The first entry is 'Approved Provider [Current Phase: Recertification]' with Name (Short): AP, Number: TBD, Status: In Process, and Expiration Date: TBD. The second entry, highlighted with a green arrow, is 'Course Submission [Current Phase: Application]' with Name (Short): CS, Number: xxxxx, Status: Not Expired, and Expiration Date: 04/30/2024. Below this is a note: 'This form is to be submitted for Category I offerings of 1.5 or more CEPTCs for review by ABTC.' The right panel, titled 'Course Submission [Current Phase: Application]', shows a progress indicator for '1 Step' (incomplete) and 'File uploaded: 0'. It contains the same submission instructions as the list item. Below this is a 'Step' section with a green circular icon containing a document symbol, labeled 'Educational Offering' (Dynamic form, Incomplete, Due: 04/29/2024). At the bottom of the 'My Credentials' list, there are pagination controls showing '1' and '2'.




Questions? Please contact ABTC at info@abtc.net

You will select Educational Offering and complete the steps. In this section, you will upload an agenda or brochure.

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Educational Offering

 Incomplete  Dynamic form  04/29/2024

Title *

Please provide at least 2 learning objectives *

Upload a copy of the courses` agenda or brochure *

 Drop files to attach, or [Browse](#)

Start Date *

End Date *

Deliver method of offering: *

- In-person
- Multiple Dates
- Other
- Recorded content with quiz
- Remote
- Single Offering
- Virtual
- Web Delivery

If Other, please describe

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Number of CEPTCs requested *

Please provide the names and titles of the course directors.

How many course directors does this offering have? *

- 1
- 2
- 3
- 4
- 5

Please provide the names and titles of the planning committee members.

How many planning committee members does this offering have? *

- 1
- 2
- 3
- 4
- 5

How many locations does this offering have? *

- 1
- 2
- 3
- 4

Affidavit

I certify that the above offering was conducted according to the requirements of the original application, which was approved by the ABTC. *

- Yes

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Upon approval, ABTC will issue the course a number that will include your organization's Approved Provider number.

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