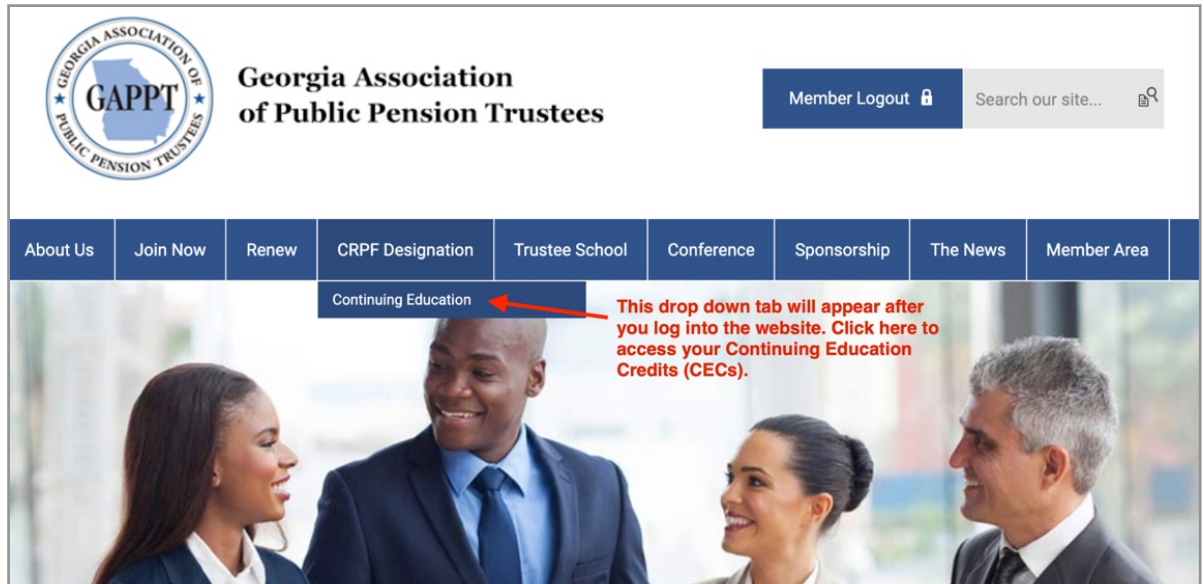


## Tutorial for the Website's Continuing Education Feature Georgia Association of Public Pension Trustees

To help GAPPT members understand the Continuing Education feature on the GAPPT website, please see the below information. For additional assistance, please contact Sue Reynolds at [execdirector@gappt.org](mailto:execdirector@gappt.org).

**Step One:** Sign in to the GAPPT website using your username and password.

**Step Two:** Under the "CRPF Designation" tab, a drop down tab labeled "**Your Continuing Education Credits**" will appear.



**Step Three:** The Continuing Education page will list your GAPPT Continuing Education hours/credits.

**Step Four:** Credits/hours can be sorted by inputting a specific date range or by category.

**Step Five:** Click the "Export PDF" button to download a copy of your Continuing Education transcript.

*We hope this tutorial has helped guide you through the GAPPT website's Continuing Education feature.*

*Please feel free to contact Sue Reynolds at [execdirector@gappt.org](mailto:execdirector@gappt.org) with any questions or for further assistance.*

Continuing Education Tracking

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**SORT**

*Use this button to search and sort your credits/hours.*

Hours total: 12  
Event / Session total: 5

**EXPORT PDF**

*Click here to download a copy of your transcript.*

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**Filter Credits**

APPLY FILTERS

RESET FILTERS

**Date Range**

Choose a start date

To

Choose an end date

**Category**

(None)

Advanced Course - Trustee School

Basic Course - Trustee School

Continuing Education - Annual Cor

Continuing Education - Trustee Scl

**Added By**

Administrator

Self

<b>Date Range</b>	9/17/2019 - 9/17/2019
<b>Event / Session</b>	"On the Economic, Political and Business Climate"
<b>Hours</b>	1
<b>Category</b>	Continuing Education - Annual Conference
<b>Added By</b>	Admin
<b>Location</b>	Buford, Georgia
<b>Instructor</b>	Roger Tutterow
<b>Expiration</b>	3/30/2020
<b>Description</b>	1 hour equates to 1 GAPPT Continuing Education Credit (CEC).

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<b>Date Range</b>	9/17/2019 - 9/17/2019
<b>Event / Session</b>	"The Big Tease"
<b>Hours</b>	1
<b>Category</b>	Continuing Education - Annual Conference
<b>Added By</b>	Admin
<b>Location</b>	Buford, Georgia
<b>Instructor</b>	Christian Newton
<b>Expiration</b>	3/31/2020
<b>Description</b>	1 hour equates to 1 GAPPT Continuing Education Credit (CEC).

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<b>Date Range</b>	9/17/2019 - 9/17/2019
<b>Event / Session</b>	"Consultants Panel: What to Expect Going Forward"
<b>Hours</b>	1
<b>Category</b>	Continuing Education - Annual Conference
<b>Added By</b>	Admin