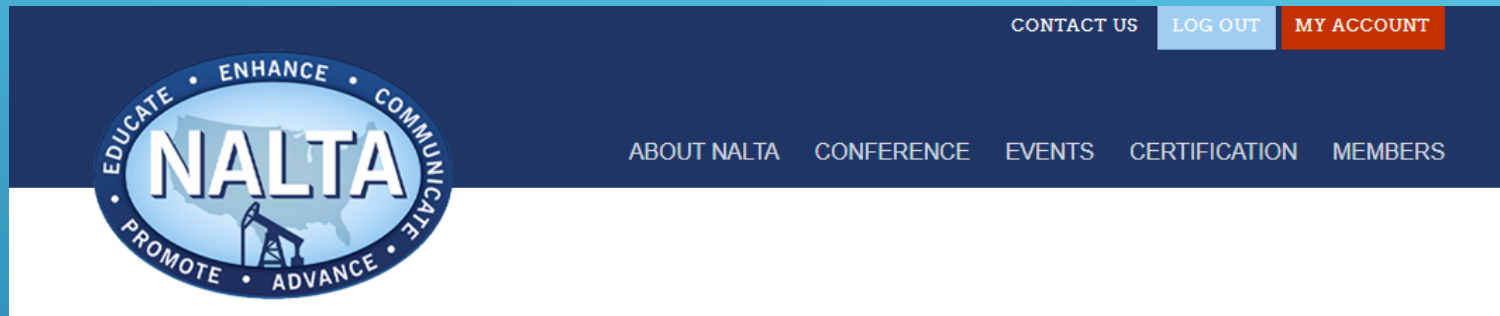


2020 CPLTA PORTAL INSTRUCTIONS

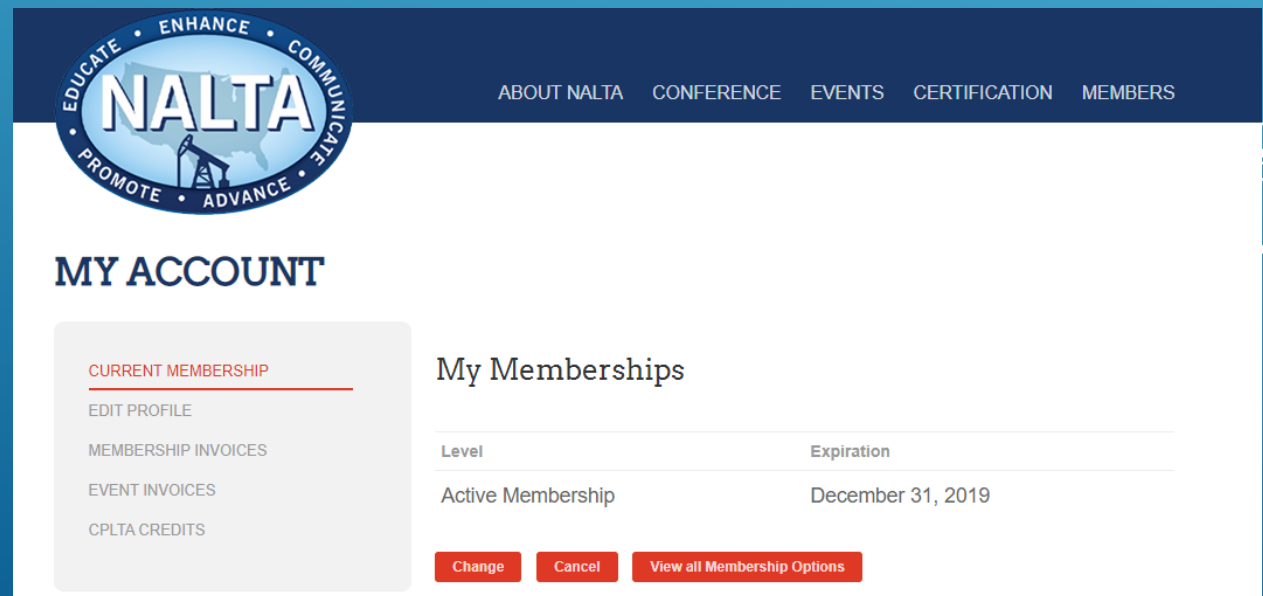


Please note that you will no longer need to visit a separate website to access the CPLTA Points Portal. To access the new CPLTA Points Portal begin by logging in to your NALTA account at www.nalta.org.

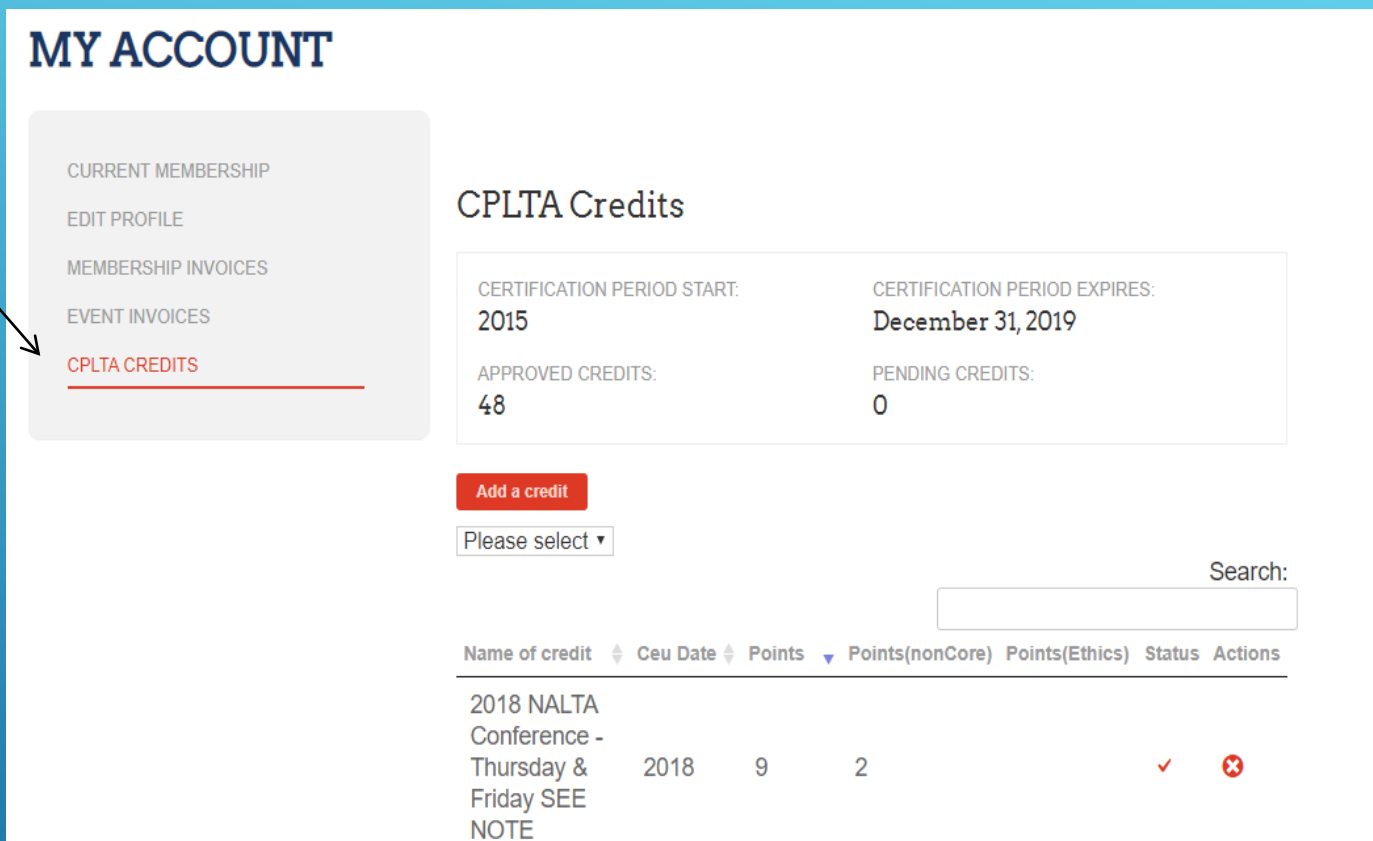
After logging in choose the red “MY ACCOUNT” button in the upper right hand corner of the screen.



You will then be taken to the default membership page that should look similar to this:



At the bottom of the list of options you should choose “CPLTA CREDITS”



MY ACCOUNT

- CURRENT MEMBERSHIP
- EDIT PROFILE
- MEMBERSHIP INVOICES
- EVENT INVOICES
- CPLTA CREDITS**

CPLTA Credits

CERTIFICATION PERIOD START: 2015 CERTIFICATION PERIOD EXPIRES: December 31, 2019

APPROVED CREDITS: 48 PENDING CREDITS: 0

[Add a credit](#)

Please select ▾

Search:

Name of credit	Ceu Date	Points	Points(nonCore)	Points(Ethics)	Status	Actions
2018 NALTA Conference - Thursday & Friday SEE NOTE	2018	9	2		✓	✗

Please note that the example above is a sample profile only – your account will reflect the certification details corresponding with your CPLTA status.

CPLTA Credits

CERTIFICATION PERIOD START:
2015

CERTIFICATION PERIOD EXPIRES:
December 31, 2019

APPROVED CREDITS:
58

PENDING CREDITS:
0

Add a credit

Please select

Search:

Name of credit	Ceu Date	Points	Points(nonCore)	Points(Ethics)	Status	Actions
Test Credit 10/27	2019	5	2	2	✓	✗
Step toe & Johnson Navigating WV 2018 Cotenancy Legislation	2018	1	0		✓	✗
2018 NALTA Conference - Thursday & Friday SEE NOTE	2018	9	2		✓	✗
2017-18 NALTA Board Service	2018	2	0		✓	✗
2017 NALTA CONF. FRIDAY SESSIONS	2017	5	0		✓	✗
2017 NALTA CONF. THURSDAY SESSIONS	2017	6	0		✓	✗
NALTA 2016 Conference - Thursday & Friday	2016	10	1		✓	✗
NALTA Board of Directors 2015	2015	1	0		✓	✗
NALTA conference 2015 - 2 day	2015	12	0		✓	✗

Previous

1

Next

You should now see a list of all the credits in your account. Please note that only 10 entries fit on each screen. If necessary utilize the “Next” button in the bottom right hand corner to see additional credits.

Notice there are columns that show each event’s core points, non-core points and ethics points awarded.

A green check mark under “Status” (example on left) indicates that the credit has been approved by your local CPLTA Liaison.

A red eye under “Status” (example below) indicates that the credit is pending approval.

Name of credit	Ceu Date	Points(Core)	Points(nonCore)	Points(Ethics)	Status	Actions
CPLTA Testing - PALTA	2019	5	0	0	👁️	✗
2019-PALTA April Luncheon	2019	1	0		✓	✗

CPLTA Credits

CERTIFICATION PERIOD START:

2015

CERTIFICATION PERIOD EXPIRES:

December 31, 2019

APPROVED CREDITS:

58

PENDING CREDITS:

0

Add a credit

Please select ▼

Please select

2015

2016

2017

2018

2019

2020

Search:

Ceu Date Points Points(nonCore) Points(Ethics) Status Actions

2019	5	2	2	✓	✗
------	---	---	---	---	---

Add a credit

Please select ▼

Search:

board

Name of credit Ceu Date Points Points(nonCore) Points(Ethics) Status Actions

2017-18 NALTA Board Service	2018	2	0	✓	✗
NALTA Board of Directors 2015	2015	1	0	✓	✗

Previous 1 Next

You can sort your credits by year using the drop down menu under the red “Add a credit” button. (Note that only credits acquired during your current 5 year certification period are retrievable)

You can search for a specific credit by typing any part of the event name in the “Search” field and then pressing enter (Please note this is only searching your specific credit list).

CPLTA Credits

CERTIFICATION PERIOD START:

2015

APPROVED CREDITS:

58

CERTIFICATION PERIOD EXPIRES:

December 31, 2019

PENDING CREDITS:

19

Your total amount of approved and pending credits will appear at the top of the CPLTA Credits screen. Please note that at this time these numbers include the total Core, Non-Core and Ethics Credits that you have earned combined – we are working to implement a menu that will break these totals out for you in the future.

If you have any questions about pending credit approvals please contact cplta@nalta.org. Questions will be answered as quickly as possible.

HOW TO ADD A CREDIT:

MY ACCOUNT

- CURRENT MEMBERSHIP
- EDIT PROFILE
- MEMBERSHIP INVOICES
- EVENT INVOICES
- CPLTA CREDITS**

CPLTA Credits

CERTIFICATION PERIOD START: 2015
CERTIFICATION PERIOD EXPIRES: December 31, 2019

APPROVED CREDITS: 48
PENDING CREDITS: 0

Add a credit

Please select ▾

Search:

Name of credit	Ceu Date	Points	Points(nonCore)	Points(Ethics)	Status	Actions
2018 NALTA Conference - Thursday & Friday SEE NOTE	2018	9	2		✓	✕

Click on the red “Add a credit” button. Choose “Select a pre approved credit” or “Create a new credit”.

Credits that have already been approved for CPLTA points can be found in in the pre-approved credits. Credits for events that you attended that were not already awarded/approved for CPLTA points will need to be submitted as a new credit request.

MY ACCOUNT

Add a credit

ⓧ Select a pre approved credit ⓧ Create a new credit

MEMBERSHIP INVOICES

EVENT INVOICES

CPLTA CREDITS

CERTIFICATION PERIOD START: 2015
CERTIFICATION PERIOD EXPIRES: December 31, 2019

APPROVED CREDITS: 48
PENDING CREDITS: 0

Add a credit

Please select ▾

Search:

ADDING A PRE-APPROVED CREDIT:

MY ACCOUNT

Add a credit x

Select a pre approved credit Create a new credit

Choose from existing list

EVENT INVOICES 2015 December 31, 2019

Begin typing in the box labeled “Choose from existing list”. In the example below you will see that we were searching for an event hosted by ALTA so we started by typing ALTA to narrow down the list of available choices.

Add a credit x

Select a pre approved credit Create a new credit

ALTA|

- ALTA August Luncheon
- ALTA - March Luncheon
- ALTA May 2015 Luncheon
- ALTA 2016 May Luncheon
- ALTA July 2016 Luncheon
- ALTA 2015 Board Service
- ALTA June 2015 Luncheon

EVENT INVOICES 2015 December 31, 2019

Please note that at this time not all of the local chapters have submitted their list of pre-approved credits. If you have a credit that you believe should be listed under pre-approved credits but it is not – please do NOT input the credit as a new credit. Please e-mail cplta@nalta.org to ask that the credit be added under the pre-approved list.

After selecting the credit that you would like to add to your account the following screen should appear:

Add a credit ✕

Select a pre approved credit Create a new credit

ALTA July 2016 Luncheon ✕

EVENT TITLE
ALTA July 2016 Luncheon

DATE
26-07-2016

EVENT DESCRIPTION

EVENT CITY
Houston

EVENT STATE
TX

If you did not attend all of this event please adjust the credit hours you are claiming accordingly. If you have any questions as to what constitutes a core, non-core or ethics credit please contact the CPLTA Director at cplta@nalta.org

POINTS (CORE)	(NON-CORE)	(ETHICS)
<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

ADD CREDIT

The points pre-approved for the event will auto populate. Remember to pay attention to the prompt in red that reminds to you adjust the credit hours accordingly if you did not attend 100% of the given event.

After submitting by clicking the "Add Credit" button you will be taken back to your main CPLTA page and the credit will be shown for you as pending.

ADDING A NEW CREDIT:

Start by searching the list of pre-approved credits to ensure that the credit has not already been pre-approved. If not choose “Create a new credit”.

Add a credit

Select a pre approved credit Create a new credit

Add Credit

Event Title

DATE *

EVENT CITY *

EVENT STATE *



POINTS (CORE) *

POINTS (NON-CORE) *

POINTS (ETHICS)

DOCUMENTATION (REQUIRED FOR NEW CREDIT SUBMISSIONS) *

Choose File No file chosen

(PDFs only)

CREDIT DESCRIPTION

Make sure to fill out all the fields and attach appropriate documentation (PDF's only). 1 point should be awarded for every hour of instruction that you attended. If you have any questions about how many points to input please reach out to your local CPLTA liaison. Input "0" for any point categories that do not apply.

Submit credit for review

After submitting you will be taken back to your main CPLTA page and the credit will be shown for you as pending.

Other Tips:

Browser Choice: Please DO NOT use Internet Explorer. It is no longer supported.

Clearing Cache: If your points or credits are not reflecting correctly after input please try clearing your browser cache before submitting a ticket for additional help.

[HTTPS://CLEAR-MY-CACHE.COM/](https://clear-my-cache.com/)

Any other questions? E-mail cplta@nalta.org