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”

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

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 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.
ADDING A PRE-APPROVED CREDIT:

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.

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:

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.

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

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.

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/

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