



## Instructions for printing a certificate of Continuing Professional Education for the Texas Library Association Annual Conference

Please note that the procedure for printing CPE certificates for conference is different than for regular Continuing Education events like webinars, summit workshops, district meetings, and leadership institutes. To see instructions for that process, please [click here](#).

1. Visit the [conference CPE application page](#)
2. You will see three menus:
  - **Apply for CPE Credits for year** is used if you are applying for Continuing Professional Education credit for a TLA conference for any year between 2003 and the present.
  - **Edit CPE Credit Application for year** is used to update an application if you need to amend your certificate (for example, if you remember that you attended a program which was not included in your original application for credit).
  - **Reprint CPE Certificate for year** is used to print another version of a certificate (for submission to your library, for example, or to replace a lost copy).
3. To begin the application process, make sure the desired year is showing in the drop down menu next to the first menu, and click the Go button.
4. You will be asked to provide your first and last name as it was registered for the conference; then click the **Validate Registration** button.
5. You will be presented with a form listing all of the programs which you may have attended according to your registration. Please click the checkboxes next to programs actually attended, and then click the **Submit Application** button at the bottom of the screen.
6. Your application will be instantly cross-referenced with registration data on file. If the application is correctly completed, you will see a link to **View Certificate**.
7. Click the **View Certificate** link to display your CPE Certificate on screen. If your computer is connected to a printer, you may print by using your web browser controls.

Remember that you may update your certificate by using the **edit** feature on the screen mentioned in step 2. You may also reprint certificates as needed.