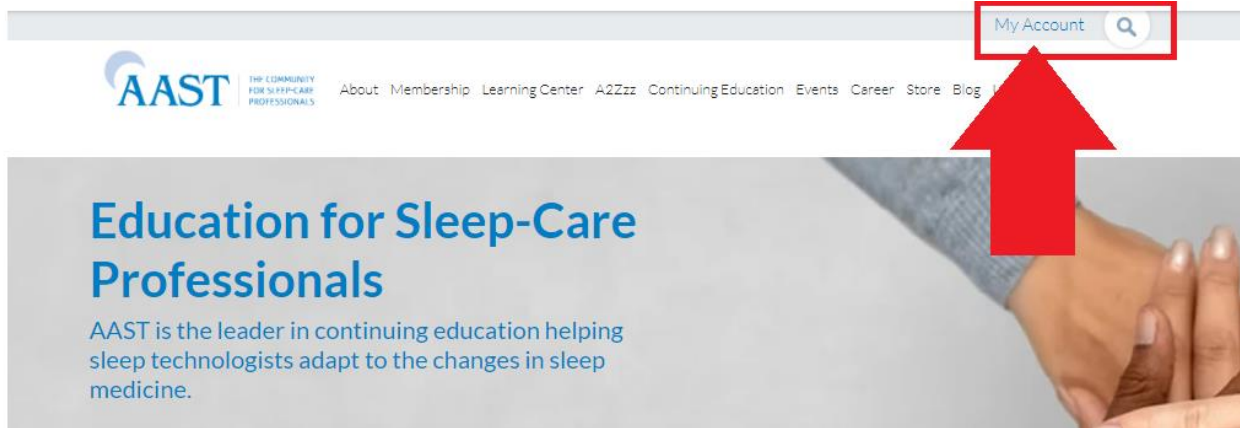


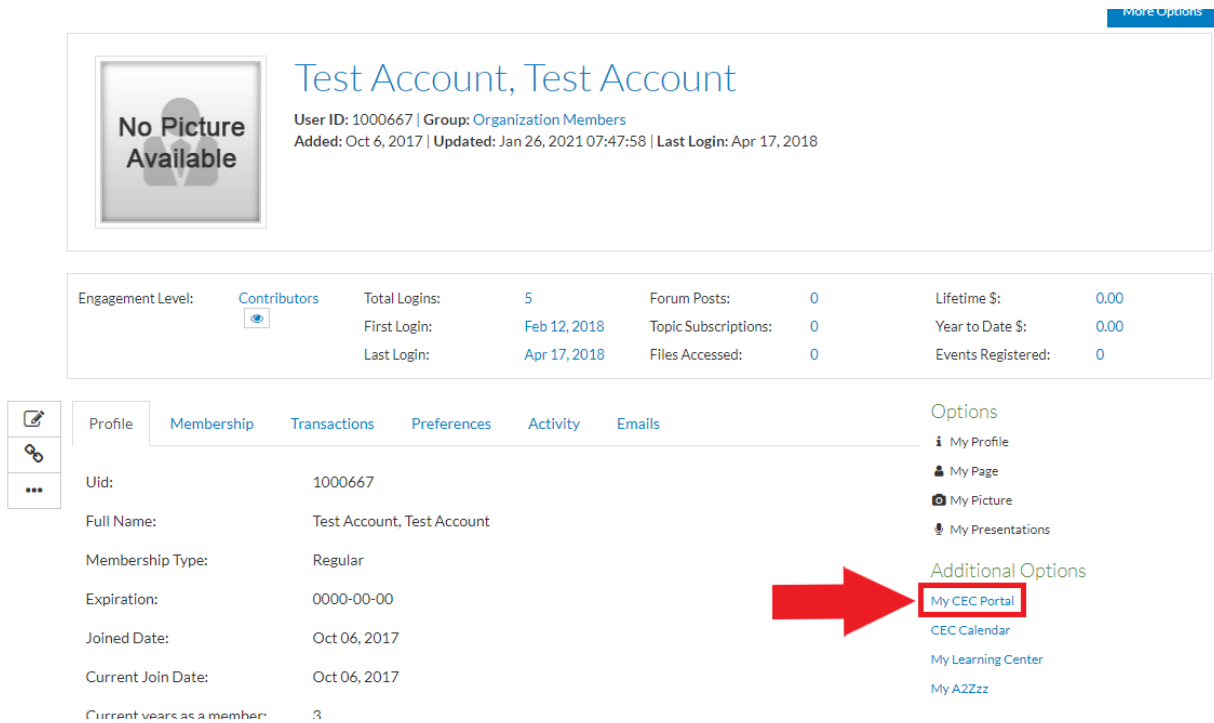
AAST CEC Download/Print Instructions

We recommend that you have a designated folder on your device to save your AAST CEC certificates to. Then, you will have them all in one place when you submit for licensure or certification.

1. Log into your AAST Account on www.aastweb.org.



2. Click on "My CEC Portal" under "Additional Options".



Test Account, Test Account
 User ID: 1000667 | Group: Organization Members
 Added: Oct 6, 2017 | Updated: Jan 26, 2021 07:47:58 | Last Login: Apr 17, 2018

Engagement Level:	Contributors	Total Logins:	5	Forum Posts:	0	Lifetime \$:	0.00
		First Login:	Feb 12, 2018	Topic Subscriptions:	0	Year to Date \$:	0.00
		Last Login:	Apr 17, 2018	Files Accessed:	0	Events Registered:	0

Options

- My Profile
- My Page
- My Picture
- My Presentations

Additional Options

- My CEC Portal**
- CEC Calendar
- My Learning Center
- My A2Zzz



- Click on the three gear icon to the right of the certificate listing to open and download/print an individual certificate.

Annual Transcript (1/1/2021 to 12/31/2021) [Show Details](#) Return to: [Transcripts](#)

In Progress
Open

CEC Progress Reporting

To perform a comprehensive search of your earned credits, enter the date range in the **Completion Date** and click **View Report**. To search without date parameters, leave the **Completion Date** blank and click **View Report**.

Completed Continuing Education Credits Completion Date: MM/DD/YYYY to MM/DD/YYYY View Report

Print 2021 Transcript
View Other Years

Transcript

[Show More Instructions](#)
View earned credits and print certificates here! Click Show More Instructions above to learn how!

Program Name	Completion Date	CECs Earned	Program ID	Status
A2Zzz: Volume 29, Number 04 - Virtual Meeting Etiquette: The Do's and Don'ts	2/9/2021	0.50	A31258	Completed ⚙️

[Show Less](#)
A2Zzz

- Click on "View Completion Certificate".

Print 2021 Transcript
View Other Years

Transcript

[Show More Instructions](#)
View earned credits and print certificates here! Click Show More Instructions above to learn how!


Program Name	Completion Date	CECs Earned	Program ID	Status
A2Zzz: Volume 29, Number 04 - Virtual Meeting Etiquette: The Do's and Don'ts	2/9/2021	0.50	A31258	Completed ⚙️

[Show Less](#)
A2Zzz

📄 View Completion Certificate
🗑️ Delete

- Click on the download button and save to your AAST CEC folder.

1 / 1 | 100% | 🖨️ 🔍
📄



February 10, 2021

Dear Test Account, No Certifications.

📄



- Click the browser back button to return to your transcript and repeat steps 3-5 for each certificate that needs to be downloaded.
- Click on “View Other Years” to list all your yearly transcripts.

Annual Transcript (1/1/2021 to 12/31/2021) [Show Details](#) Return to: [Transcripts](#)

In Progress
Open

CEC Progress Reporting

To perform a comprehensive search of your earned credits, enter the date range in the **Completion Date** and click **View Report**. To search without date parameters, leave the **Completion Date** blank and click **View Report**.

Completed Continuing Education Credits Completion Date: to **View Report**

Print 2021 Transcript
View Other Years
←

Transcript

[Show More Instructions](#)
View earned credits and print certificates here! Click Show More Instructions above to learn how!

Program Name	Completion Date	CECs Earned	Program ID	Status
A2Zzz: Volume 29, Number 04 - Virtual Meeting Etiquette: The Do's and Don'ts	2/9/2021	0.50	A31258	Completed [Print] [Settings]

[Show Less](#)
A2Zzz

- Click “View” to the right of a previous year’s transcript.

Transcripts

Each calendar year will show as a new row, as long as at least one credit was earned. To view previous years, click the **View** button. To view the transcript for the current year, click **Continue**.

[1000667 / Applicant]

Transcript	Status
<ul style="list-style-type: none"> Annual Transcript (1/1/2021 to 12/31/2021) <p>View earned credits and print certificates in your Annual Transcript.</p>	In Progress Continue
<ul style="list-style-type: none"> Annual Transcript (1/1/2020 to 12/31/2020) <p>View earned credits and print certificates in your Annual Transcript.</p>	Closed View
<ul style="list-style-type: none"> Annual Transcript (1/1/2019 to 12/31/2019) <p>View earned credits and print certificates in your Annual Transcript.</p>	Closed (Locked) View

- Repeat steps 3-5 for each certificate that needs to be downloaded.
- Repeat steps 7-8 as needed.

