

How-To Guide

Log your Continuing Education Units (CEUs) on the QWEL website

This guide offers step-by-step instructions on how to report your CEUs on QWEL.net. Note that there is more than one way to get to the CEU page. Below we walk you through two pathways for entering your CEUs.



Pathway #1

Step 1: Go to www.qwel.net and click on the blue **QWEL PRO LOGIN** button on the top right corner of the page.



Step 2: You'll be directed to the login page. Enter your Login (User Name) and Password, then click the blue **LOGIN** button.

- The Login (User Name) is usually your email address.
- Click on the "Forgot Your Password" if you need to reset your password.

You may be prompted to update your QWEL Professional Profile. If so, please make sure it's complete and accurate.

NOTE: While updating your profile you can chose to opt in/out of listing yourself as available for hire as a QWEL Professional on the public-facing QWEL.net website

Here's what the QWEL Professional page looks like:

The screenshot shows the QWEL Professional Intranet page for Michael Walker. The page features a blue header with the QWEL logo (Qualified Water Efficient Landscaper) on the left and a user profile dropdown for Michael Walker on the right. Navigation links for 'ABOUT', 'FIND A QWEL PRO', and 'TRAINING INFO' are also present. Below the header, the page is divided into two main sections: 'My Profile' and 'WaterSense Welcome Materials'. The 'My Profile' section includes Michael Walker's name, certification details (CALWEP-3190, Certified, expires 12/31/2020), and his affiliation with the California Water Efficiency Partnership. It also contains buttons for 'UPDATE PROFILE', 'DOWNLOAD CERTIFICATE', 'CHANGE PASSWORD', and 'LOGOUT'. Below this is a 'Personal Information' section with a disclaimer and contact details: Address: 901 F Street, Ste 225, Sacramento, CA 95814; Phone: (916) 475-1203; Email: michael@calwep.org. The 'WaterSense Welcome Materials' section lists several resources: 'Checklist for a Water-Efficient Landscape', 'Congratulatory Letter', 'What You Need To Know', 'Promotional Label', 'Show Off Your WaterSense', and 'Watering Can Be Efficient'. At the bottom of the page, there are sections for 'WaterSense Newsletters' (with a link to 'A View of the Landscape - February 2020') and 'QWEL Outreach Materials'. The 'Available for Hire' status is listed as 'No'.

Step 3: Keep scrolling just a bit to get to your Continuing Education Units section. Click on the **SUBMIT A CEU** button.


Continuing Education Units - CEUs

SUBMIT A CEU

Your QWEL certificate expiry is 2020-12-31. You need 2.00 more CEU hour(s) for 2020 to maintain your QWEL certification.

Date	Title	Sponsor	Hours
12/10/2019	QWEL Class (English), Pleasanton, CA	CalWEP	5.00
Total for 2020:			0.00

Step 4: Enter the required information and click the blue **SUBMIT** button.



Select Language | MICHAEL WALKER

ABOUT FIND A QWEL PRO TRAINING INFO

Submit a CEU

All fields are required
Se requiere llenar todos los espacios

Date (format MM/DD/YYYY)
Fecha (formato MM/DD/AAAA)

06/01/2020

Title
Título de la clase/taller/entrenamiento

Your Better Yard - Outdoor Water Efficiency Webinar

Hours
Horas

1

Sponsor
Patrocinador

Alliance for Water Efficiency and U.S. EPA's WaterSense

SUBMIT

All Done: Your profile is now updated.

Continuing Education Units - CEUs

SUBMIT A CEU

Your QWEL certificate expiry is 2020-12-31. You need 1.00 more CEU hour(s) for 2020 to maintain your QWEL certification.

Date	Title	Sponsor	Hours
06/01/2020	Your Better Yard - Outdoor Water Efficiency Webinar	Alliance for Water Efficiency and U.S. EPA's WaterSense	1.00
12/10/2019	QWEL Class (English), Pleasanton, CA	CalWEP	5.00
Total for 2020:			1.00

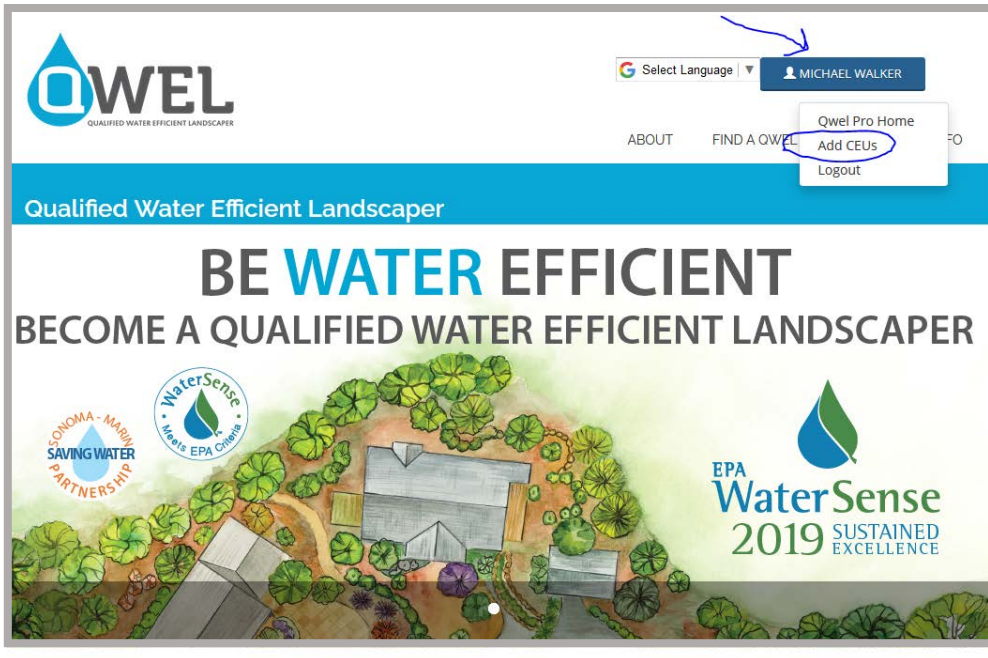
NOTE: In this example, the webinar entered was one hour long and counts as just one CEU. The profile indicates that one more CEU hour is needed. Keep in mind, you can always enter in more than 2 CEUs for the year, but any CEUs beyond 2 will not roll-over into the following year.



Pathway #2

If your computer remembers you or if you signed into your account and didn't log out, your account name should be displayed in the top right-hand corner. You can now access a shortcut to the CEUs page.

Step 1: Click on your name in the top right corner and a dropdown menu will appear. Click on the **Add CEUs** option.



Step 2: Enter your information and click on the **SUBMIT** button

A screenshot of the 'Submit a CEU' form on the OWEL website. The form is titled 'Submit a CEU' and includes the instruction 'All fields are required' and 'Se requiere llenar todos los espacios'. The form fields are: 'Date (format MM/DD/YYYY)' with the value '06/25/2020'; 'Title (Titulo de la clase/taller/entrenamiento)' with the value 'Multiple Benefits of Water Conservation'; 'Hours (Horas)' with the value '1'; and 'Sponsor (Patrocinador)' with the value 'CalWEP'. A blue circle highlights the 'SUBMIT' button at the bottom of the form. The top of the page shows the OWEL logo and the user profile for 'MICHAEL WALKER' with navigation links for 'ABOUT', 'FIND A OWEL PRO', and 'TRAINING INFO'.

All Done: Your profile is now updated.

Continuing Education Units - CEUs

[SUBMIT A CEU](#)

✓ Congratulations you have met your QWEL CEU requirements for 2020!

Date	Title	Sponsor	Hours
06/25/2020	Multiple Benefits of Water Conservation	CalWEP	1.00
06/01/2020	Your Better Yard - Outdoor Water Efficiency Webinar	Alliance for Water Efficiency and U.S. EPA's WaterSense	1.00
12/10/2019	QWEL Class (English), Pleasanton, CA	CalWEP	5.00
Total for 2020:			2.00