How to Enroll in a CPE Unit
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Before you can enroll in a unit of CPE
You must have already applied and been accepted into a CPE program or residency at one of our Accredited Centers.

Find an Accredited Center
Use our comprehensive online directory to find an Accredited Center near you. Contact the center directly regarding applications, dates, and costs.
A few things to know before you begin:

1. Online enrollment in a CPE unit should be a part of your orientation.
2. You may only enroll in one CPE unit at a time.
3. If you have been accepted into a year-long residency, you must enroll in each unit of CPE individually at the beginning of the unit.
To begin, click “Login” at the top of the page.
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If you already have an account, enter the email you used when you created the account, enter your password, and click the “Log In” button, then advance to slide 11.
If you forgot your password, advance to slide 6.
If you need to create an account, advance to slide 9.
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If you forgot your password, click the “Forgot your password?” link. If you logged in successfully, advance to slide 11.

On the next screen, enter the email you used to create your account, and click the “Reset Your Password” button.
After you click the “Reset Your Password” button, you will receive an email from ACPE with the subject “Forgot Password from ACPE - Community Hub.” Click on the “Reset My Password” link in the email. If you cannot find the email, please check your spam, junk, and/or clutter folders.
Enter your new password. Your password must be at least 8 characters long, have a mix of letters and numbers, and cannot contain your username. Retype your new password and click the “Submit” button.

Now advance to slide 11.
If you have never logged into the ACPE website and need to create an account, click the “Don’t have an account?” link.
To create an account, complete all the required information and click the “Create Account” button.
If you are returned to the homepage, click on your name at the top of the page to access your Personal Snapshot and enroll.
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On your Personal Snapshot, you can update your contact information, enroll in a CPE unit, purchase a membership*, make a donation, and register for an event. Most of your menu options are located on the left-hand side.

*You do not need to purchase a membership to enroll in a CPE program.
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To update your contact info, click “Edit My Profile.” If you update your email, your new email is also your new username.
ACPE values diversity and inclusion. Please complete the demographic information* so we can track our diversity goals.

*These fields are not required. This information is only used to track ACPE’s diversity goals.
Upload a headshot. While you’re here, click on the blank headshot avatar to upload a picture.*

*Uploading a picture is not required to complete enrollment in a CPE unit.
To enroll in a CPE unit, click on “Enroll in CPE Unit.”
Select your CPE Level, click on the appropriate button to select your Level I CPE or Level II CPE unit.
Select your Accredited Center. Begin typing your center’s name and click on your center’s name when it appears in the list. Be careful – many centers have similar names.
Select your ACPE Certified Educator. After you have selected your center, begin typing your educator’s name. The system will only allow you to enroll with an educator affiliated with your center. If you cannot find your educator, make sure you selected the correct center.
Almost done. Enter your “Start Date,” “End Date,” and click the “Save” button.
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**Confirmation.** “Got it, thanks.” confirms you enrolled successfully.
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To verify current or previous CPE units, click “My Units” or “Print Transcript.” PDF transcripts can be downloaded and printed. If you do not see a previous unit, do not create a duplicate entry; please review our transcript policy.
Pending Registration. After you enroll, the status of your unit is “Pending Registration,” meaning it is in progress. Your educator will register credit at the completion of the unit and the status will then be updated.
Thank you and best wishes in your CPE program! If you need further assistance, email enrollment@acpe.edu.