



CESA OAS

Guide to CESA online application system

The CESA online application system (CESA OAS) is an electronic system that allows for extensive narrative responses and unlimited file uploads for supporting documents. The application is segmented into the various application Standards (A-G) that need to be met in order to become an approved CE sponsor by APA.

CESA OAS

Guide to CESA online application system

Your username and password provide access to the system and visibility to your sponsor organizations' application records.

Logging into the CESA Online Application System

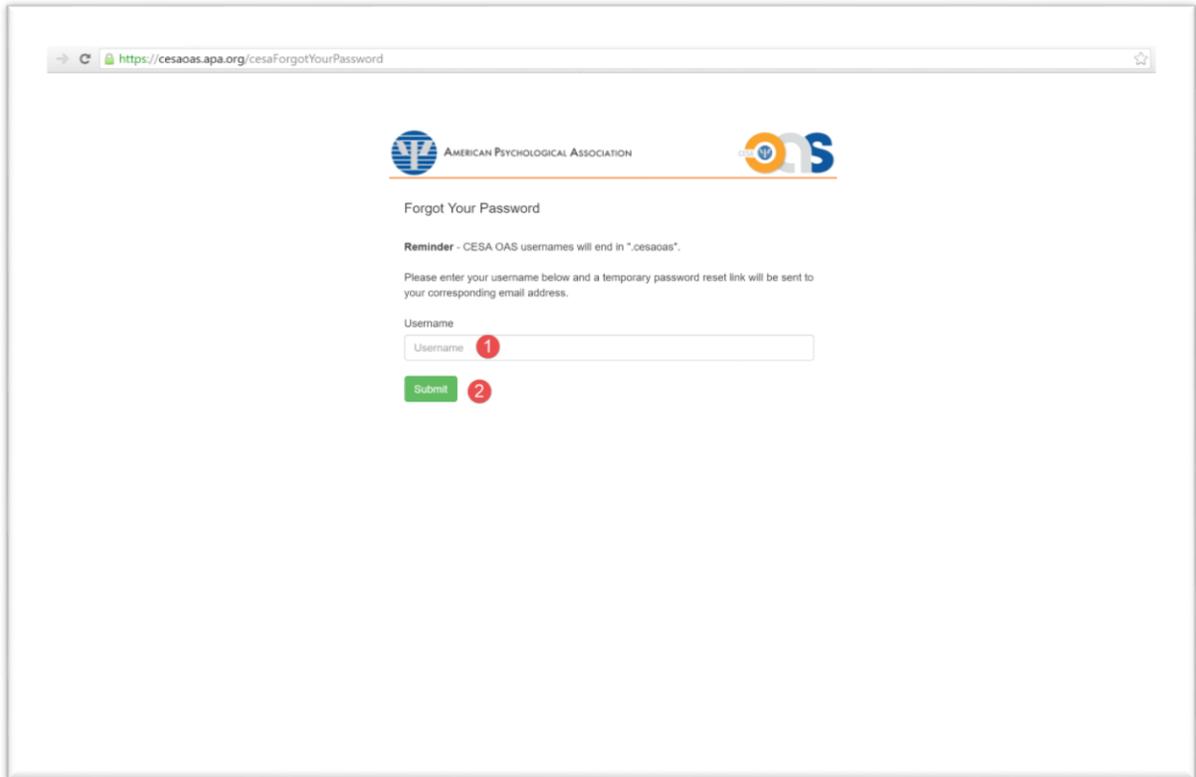
1. Navigate to <https://cesaoas.apa.org> and enter your username and password
If you have forgotten your username please contact SEducation-CESAS@apa.org and they can assist you.
2. Your organization user name consists of your email address followed by ".cesaoas".
3. If your organization email is ABC@CG.com, then your user name would be ABC@CG.com.cesaoas
4. Your password
5. Click Login
6. If you forgot your password, please use this link to create a new one.
7. If you are planning to pursue sponsorship, this link will initiate the process of creating your account in the system.

The screenshot shows the login page for the CESA Online Application System. The browser address bar shows <https://cesaoas.apa.org> with a red circle '1' next to it. The page features the American Psychological Association logo and the CESA OAS logo. Below the logos, the text 'Login' is displayed. A red circle '2' points to a reminder: 'Reminder - CESA OAS usernames will end in ".cesaoas"'. There are two input fields: 'Username' with a red circle '3' and 'Password' with a red circle '4'. A green 'Login' button is marked with a red circle '5'. A blue 'Forgot Password' link is marked with a red circle '6'. At the bottom, a note says 'If you need to sign up for an account to access CESA OAS, please navigate to the Account Request Form.' with a red circle '7' pointing to the text.

Forgot your password

If you have forgotten your password, you can reset it via the Forgot Password link on the Login page.

1. Enter your email address
2. Click Submit



The screenshot shows a web browser window with the URL <https://cesaoas.apa.org/cesaForgotYourPassword>. The page features the American Psychological Association logo and the CESA OAS logo. The main heading is "Forgot Your Password". Below this, a reminder states: "Reminder - CESA OAS usernames will end in *.cesaoas*." A note follows: "Please enter your username below and a temporary password reset link will be sent to your corresponding email address." There is a text input field labeled "Username" with a red circle containing the number "1" next to it. Below the input field is a green "Submit" button with a red circle containing the number "2" next to it.

Creating a new CESA account

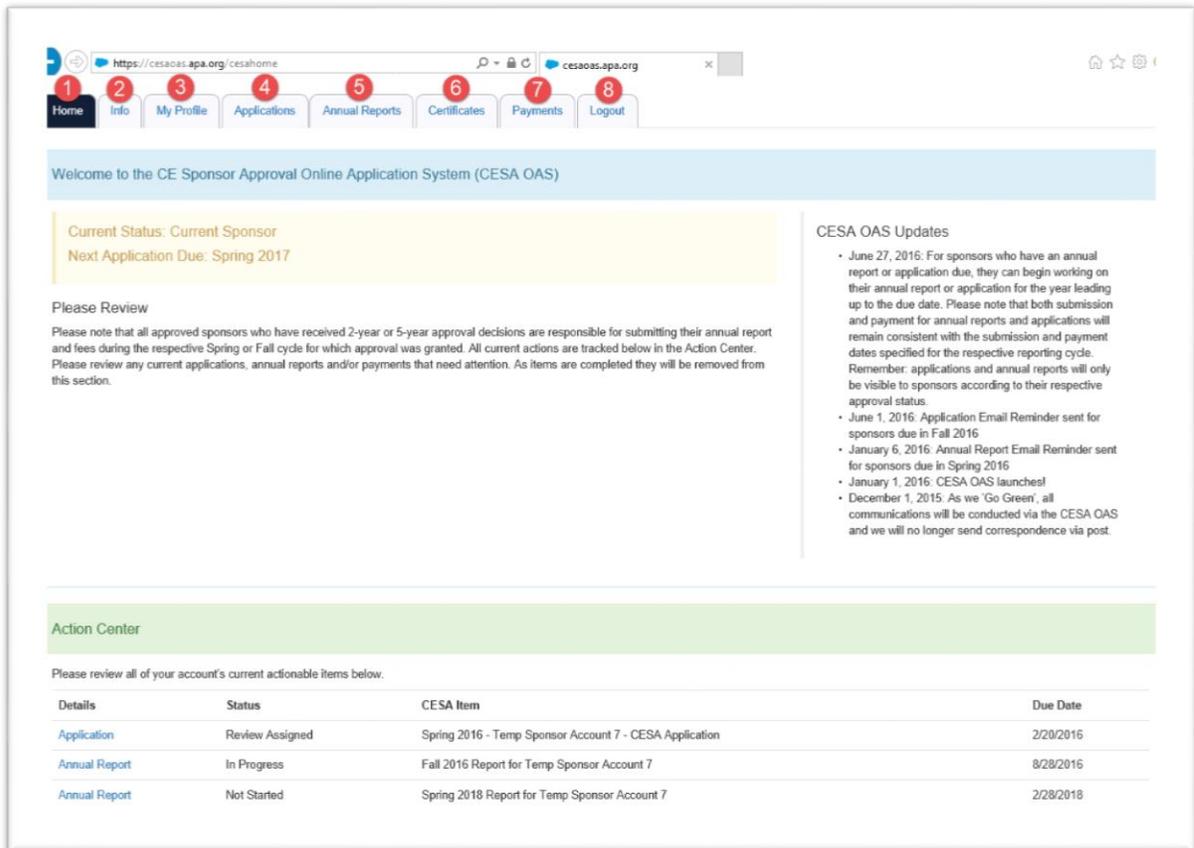
If you are planning to pursue sponsorship, you can initiate the process by clicking on the Account Request Form available on the login page.

1. Fill all required fields A through K
2. Submit request
3. The process of creating your account will take some time, and you will receive an email to inform you of the completion of the process.

The screenshot shows a web browser window with the URL <https://cesaoas.apa.org/cesaAccountRequest>. The page title is "Request CESA User Account". Below the title, there is a paragraph of instructions: "Please complete the contact information below, which represents your organization's primary contact for all CESA related application information and follow-up/interaction with the American Psychological Association. Our office typically receives a high volume of requests to create organization profiles throughout the year and particularly so as we approach application review cycles (see our [website](#) for relevant dates). Please be aware that the office will process these in the order in which they are received. Therefore, it is important that individuals plan accordingly to avoid late fees or missed deadlines." The form contains the following fields, each marked with a red letter in a circle: "Organization" (A), "First Name" (B), "Last Name" (C), "Mailing Address" (D), "City" (E), "State" (F, a dropdown menu with "--None--" selected), "Zip Code" (G), "Phone" (H), "Phone Extension" (no label), "Fax" (I), "E-mail" (J), and "Web Address e.g.(http://www.example.com)" (K). At the bottom of the form is a blue "Submit Request" button with a red "2" next to it.

The system includes different tabs that each have a specific objective

1. Home Tab: Once you have successfully logged into the system you will be taken to the Home tab. Please review any messages (item 9) as well as any updates that are listed on the right hand side of the page (item 10). From this tab you can also view the Action Center, a place holder for all items you should be working on (item 11)
2. Info Tab: General information and guidelines
3. My Profile: Provides you the ability to modify your organization information.
4. Applications: This tab will provide you the ability to start, edit and review any application that you have.
5. Annual Report: If your organization was approved for two or five years, you will be required to submit an annual report that will be available on this tab.
6. Certificates: This tab will provide you access to all certificates generated to your organization from the system.
7. Payments: All financial transactions can be conducted via this tab.
8. Log out



Information Tab

This tab contains application tips and suggestions. Please read through this section at least once to become familiar with some additional resources and recommendations to make the application process as easy as possible.

1. Link to CESA OAS User Guide
2. Link to relevant materials
3. Link to CESA website and the resources available there
4. Link to estimated turnaround time for CESA application cycle
5. A reference to different spell-checkers provided by different browsers

The screenshot shows a web browser window with the URL <https://cesaoas.apa.org/cesainfo>. The page has a navigation menu with options: Home, Info, My Profile, Applications, Annual Reports, Certificates, Payments, and Logout. The main heading is "General Information and Guidelines". Below this, there is a paragraph explaining the page's purpose: "This is a resource page for understanding more about the CESA OAS application process. It will store general information as well as guides on using the OAS platform to create and submit applications, annual reports, make payments, check your account status and have access to your annual certificates." The page is divided into two main sections: "CESA OAS General Tips and Information:" and "CESA OAS Application Tips and Information:". The first section lists six general tips, including ensuring profile information is accurate, using PDF format for attachments, and saving work frequently. The second section lists 14 application tips, including reviewing the user guide, having materials ready, using Word documents, and providing payment information. Red circles with numbers 1 through 5 are placed next to specific tips in the second section, corresponding to the list in the text above the screenshot.

CESA OAS General Tips and Information:

1. Ensure your Profile information is **always** accurate. This responsibility lies with the applicant or, if approved, sponsor organization.
2. The CESA OAS system will **only** accept attachments that are in **PDF format**.
3. We **STRONGLY RECOMMEND** that you **prepare your responses in a Word document, then copy and paste those into the relevant text boxes**.
4. We also **STRONGLY RECOMMEND** that you **frequently Save your work** when completing your application or report.
5. The online application has several user-friendly features such as:
 - 5.1. 'Save' buttons throughout to save your work
 - 5.2. Tabbed systems – arranged according to Standards
 - 5.3. 'Validate' feature at the end of sections – which allows applicants to confirm that they have completed their work for a section, and takes them to the next section
 - 5.4. The ability to exit and reenter the application, with previous information saved and available upon reentry
 - 5.5. Status check at the end that allows you to review which sections are completed
 - 5.6. Access to payment status and history

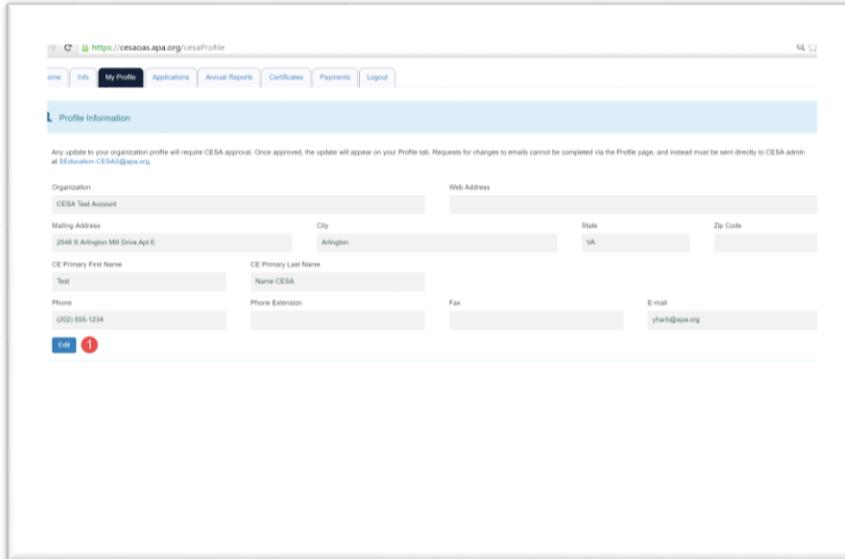
CESA OAS Application Tips and Information:

1. Please review the **CESA OAS User Guide** for instructions on using the online system.
2. Ensure you have all relevant materials ready in order to complete the application submission, including the mandatory questions on your evaluation forms. Remember to save materials in **pdf format**.
3. We **STRONGLY RECOMMEND** that you **prepare your responses in a Word document, then copy and paste those into the relevant text boxes**.
4. We also **STRONGLY RECOMMEND** that you **frequently Save your work** when completing your application or report.
5. You will also need payment information (e.g., credit card details). If you are paying by check and/or require an invoice, please see the below information.
6. Refer to our **Resources** webpage on the **CESA website** for further materials and guidance.
7. The Office of CE Sponsor Approval reviews applications twice yearly – either Spring or Fall.
8. An estimated turnaround time for CESA application cycles is available on our website for your convenience. This is a guide that provides an indication of the overall timeline for the review process.
9. Submission of an application does not guarantee approval, therefore applicants/sponsors must take this into account when planning their forthcoming programs.
10. Please note that you are unable to copy and paste images or charts into this application. Please include charts and images as a consolidated PDF file and attach through the standard Attach Files option on the application questions.
11. To remove either Word or HTML formatting from content, first copy and paste the text into a text editor (like Notepad on Windows) and then copy and paste from there into the application.
12. We do not recommend copying and pasting from Adobe PDF documents. If you do please follow the instructions in tip #6 above.
13. Spell-check is provided by your browser. Please reference the following:
 - 13.1. Chrome - <https://support.google.com/chrome/answer/956047#en>
 - 13.2. Firefox - <https://support.mozilla.org/en-US/kb/how-do-i-use-firefox-spell-checker>
 - 13.3. Internet Explorer - <http://windows.microsoft.com/en-us/internet-explorer/manage-add-on#ie=11>
 - 13.4. Safari - https://support.apple.com/kb/PH26337?locale=en_US

My Profile Tab

This tab provides you the ability to modify your organization information.

1. Click on Edit if you need to change any of the information we have on record.



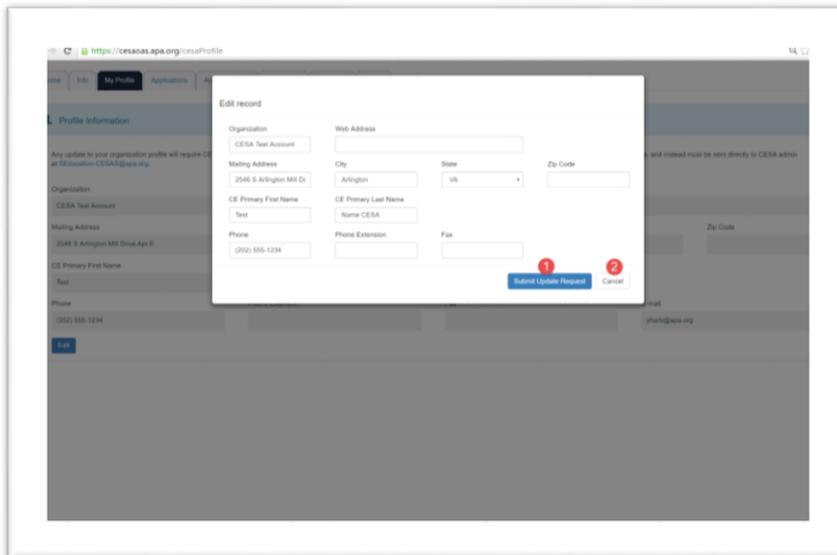
The screenshot shows the 'Profile Information' page on the CESA website. The page contains several input fields for organization and contact information. A red circle with the number '1' is placed over the 'Edit' button at the bottom left of the form.

Organization		Web Address	
CESA Test Account			
Mailing Address	City	State	Zip Code
2548 S Arlington Mill Drive Apt E	Arlington	VA	
CE Primary First Name	CE Primary Last Name		
Test	Name CESA		
Phone	Phone Extension	Fax	E-mail
(202) 855-1234			yhark@cesa.org

[Edit](#) 1

After updating all required fields, you need to submit those changes

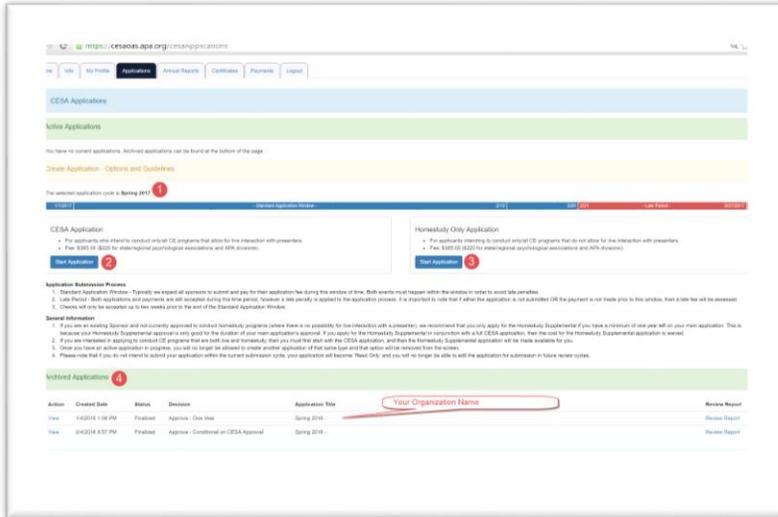
1. Submit update request
2. Cancel that request



The screenshot shows the 'Profile Information' page with an 'Edit record' modal window open. The modal window contains the same form fields as the main page. A red circle with the number '1' is placed over the 'Submit Update Request' button, and a red circle with the number '2' is placed over the 'Cancel' button.

Organization		Web Address	
CESA Test Account			
Mailing Address	City	State	Zip Code
2548 S Arlington Mill Dr	Arlington	VA	
CE Primary First Name	CE Primary Last Name		
Test	Name CESA		
Phone	Phone Extension	Fax	E-mail
(202) 855-1234			yhark@cesa.org

[Submit Update Request](#) 1 [Cancel](#) 2

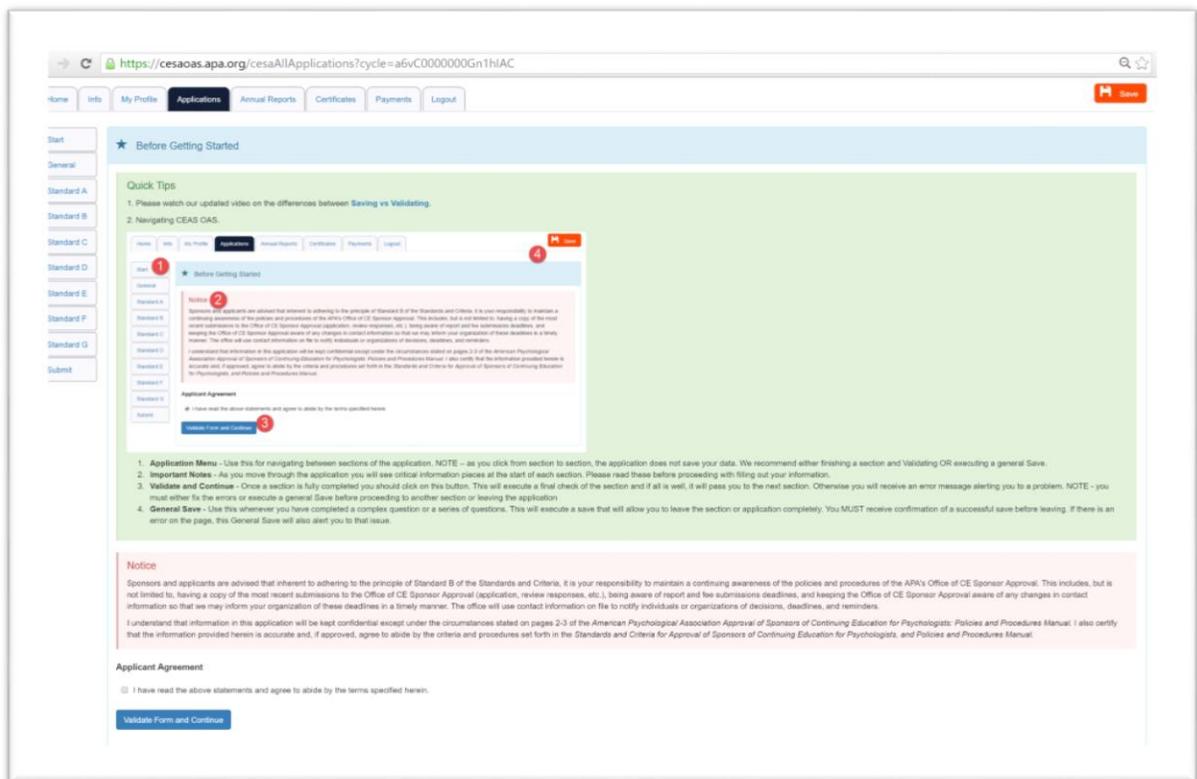


Once you select an application to complete, you will be taken to the application form where you can begin entering your information.

PLEASE read the information on the Start section regarding saving and validating your form. The two ways of saving your application are critical as we don't want any data to be lost as you work through this process.

Let's walk through what you're seeing as this view will be consistent throughout your time filling out the application.

1. Application Menu - Use this for navigating between sections of the application.
NOTE – as you click from section to section, the application does not save your data. We recommend either finishing a section and Validating OR executing a general Save.
2. Important Notes - As you move through the application you will see critical information pieces at the start of each section. Please read these before you proceed to fill out your information.
3. Validate and Continue - Once a section is fully completed you should click on this button. This will execute a final check of the section and, if all is well, it will pass you to the next section. Otherwise you will receive an error message alerting you to a problem. NOTE - you must either fix the errors or execute a general Save before proceeding to another section or leaving the application.
4. General Save - Use this whenever you have completed a complex question or a series of questions. This will execute a save that will allow you to leave the section or application completely. You MUST receive confirmation of a successful save before leaving. If there is an error on the page, this General Save will also alert you to that issue.



Application Submission – Once you have all Standards completed (you can check your progress at any time by clicking on the Submit menu item) you can then Submit your application – Once you submit your application you will lose Edit access to it, however you will have Read Only access instead. Also note that the Submit Application button is disabled until all sections are Valid and Complete. Below is a screenshot of an application that is ready to be submitted.

The screenshot shows a web interface for 'Application Submission'. At the top, there is a light blue header with a flame icon and the text 'Application Submission'. Below this is a section titled 'Review and Finalize'. A pink warning box contains the text: 'Application Fee' followed by 'THIS APPLICATION WILL NOT BE REVIEWED UNLESS ACCOMPANIED BY THE APPROPRIATE FEE. APPLICATIONS RECEIVED AFTER THE SPRING OR FALL DEADLINES WILL BE RETURNED TO THE APPLICANT OR CHARGED A LATE FEE.' Below the warning box is a table with the following rows:

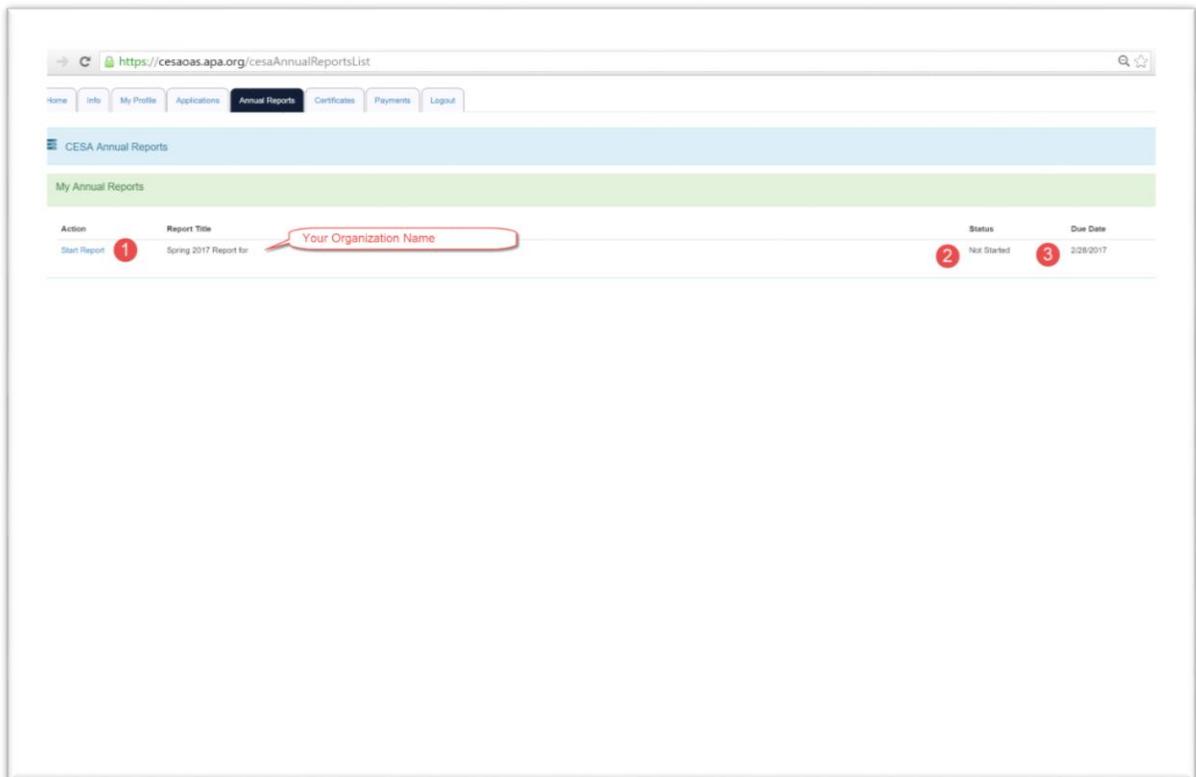
Start	Valid and Complete
General	Valid and Complete
Standard A	Valid and Complete
Standard B	Valid and Complete
Standard C	Valid and Complete
Standard D	Valid and Complete
Standard E	Valid and Complete
Standard F	Valid and Complete
Standard G	Valid and Complete

At the bottom left of the form area, there is a blue button labeled 'Submit Application'.

Annual Report Tab

For sponsors approved for two or five years, you will need to use the system to maintain your current approval status. For those of you filling out your annual report, one has already been created for you and you can start it by navigating to the Annual Report tab and clicking on Start Report. Be sure to only click Submit once you have FULLY completed your Annual Report, and this should occur within your relevant submission cycle and prior to the respective deadline date. Annual reports will become Read Only once you have submitted.

1. Action triggers
2. Annual report status
3. Annual report due date



Certificate Tab

If you are an active sponsor in good standing, you can access your current certificate via the Certificates tab.

1. Certificate title, and access to the certificate for print/save
2. 'Valid from' date
3. 'Valid to' date

The screenshot shows a web browser window with the URL <https://cesaoas.apa.org/cesaCertificates>. The navigation menu includes Home, Info, My Profile, Applications, Annual Reports, Certificates (highlighted), Payments, and Logout. The main heading is "CESA Certificates".

Certificate Information
You may print your certificate below as verification that your organization's requirements for (next year) were received by the APA Office of CE Sponsor Approval. Please retain this certificate in your organization's records for at least three years after receipt. If there are any questions regarding the information submitted for review we will contact you directly for clarification.
This certificate covers the time period noted. Please note that sponsors must meet their annual requirements to remain approved per the American Psychological Association Approval of Sponsors of Continuing Education for Psychologists: Policies and Procedures Manual August 2012. If you have questions related to submission of your next annual report, please refer to the Annual Reports tab.
Thank you for your support and commitment to providing quality continuing education for psychologists. Please do not hesitate to contact Sponsor Approval staff at 202-336-5991 option 1 or SEducation-CESAS@apa.org if you have any questions.

Title	Valid From Date	Valid To Date
Certificate 2015 - 2016 1	3/2015 2	3/2016 3

Payment Tab

Payment and Invoicing - As part of creating an application, the system also creates a payment item that can be found under the Payments tab. You can pay via credit card online or submit checks, ACHs or Wire Transfers with the information provided. You can pay at any time regardless of the application status itself, and once payment is received this section will be updated.

1. Actions related to payment
2. Payment status
3. Payment amount
4. Date payment received
5. Payment reference number
6. Payment related to
7. View more detailed information about the payment/invoice and review your payment options

The screenshot displays the 'CESA Payments' page on the website <https://cesaoas.apa.org/cesaPayments>. The page includes a navigation menu with 'Payments' selected. Below the navigation is a section for 'Important payment information' with instructions on how to pay and annual fees. At the bottom, there is a table of payment records with numbered callouts (1-7) pointing to specific columns and rows.

Link to Payment	Status	Invoice Amount	Payment Received Date	Reference Number	Source Application/Report
View Payment Details	New	\$485.00		CPID-002867	Spring 2017 - Annual Fee
View Payment Details	Paid	\$365.00	2/11/2016 5:49 PM	CPID-000734	Spring 2016 - Application Fee (CESA & HSS)
View Payment Details	Paid	\$485.00	6/27/2016 2:40 PM	CPID-001750	Spring 2016 - Approval Fee

Logout Tab

Logout – Should you want to log out of the CESA OAS system, please navigate to the Logout tab, and then confirm your desire to logout by clicking on the link shown in the below screenshot.

1. You can easily access the link to the [CESA OAS](#) by saving this link to your Favorites.
2. Logout safely from the system

