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.
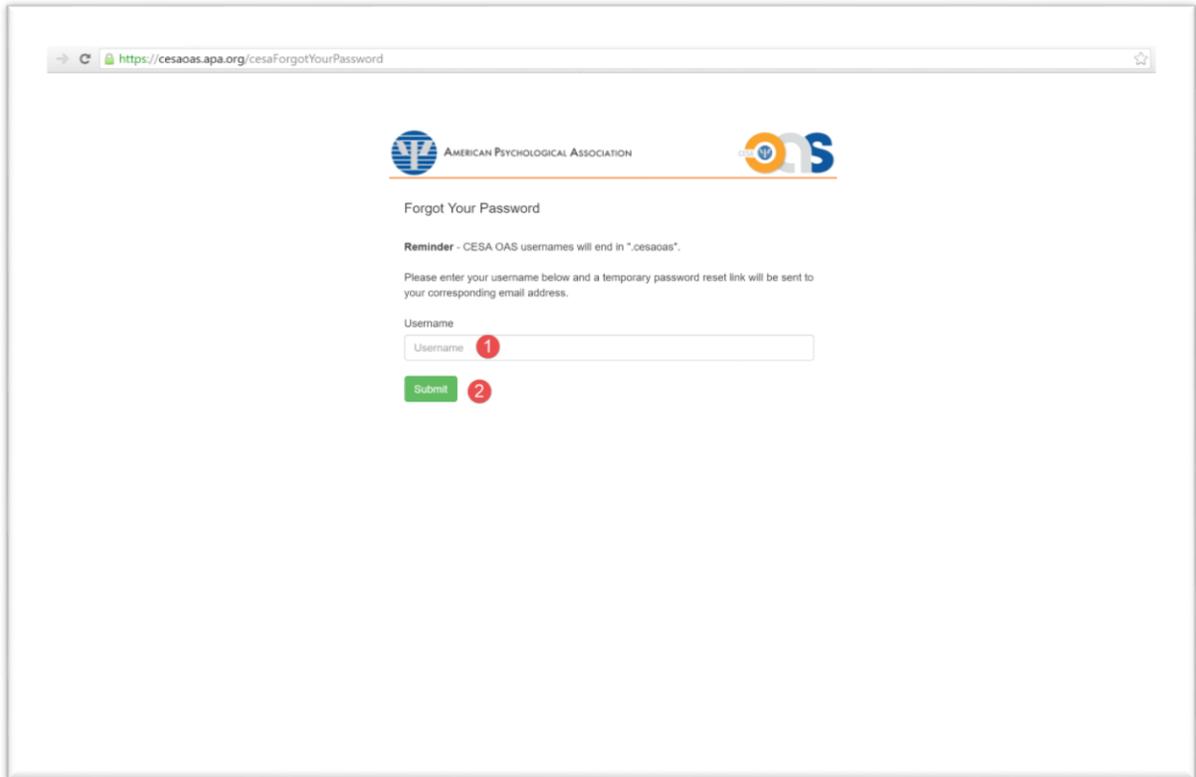
Logging into the CESA Online Application System

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.

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

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 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
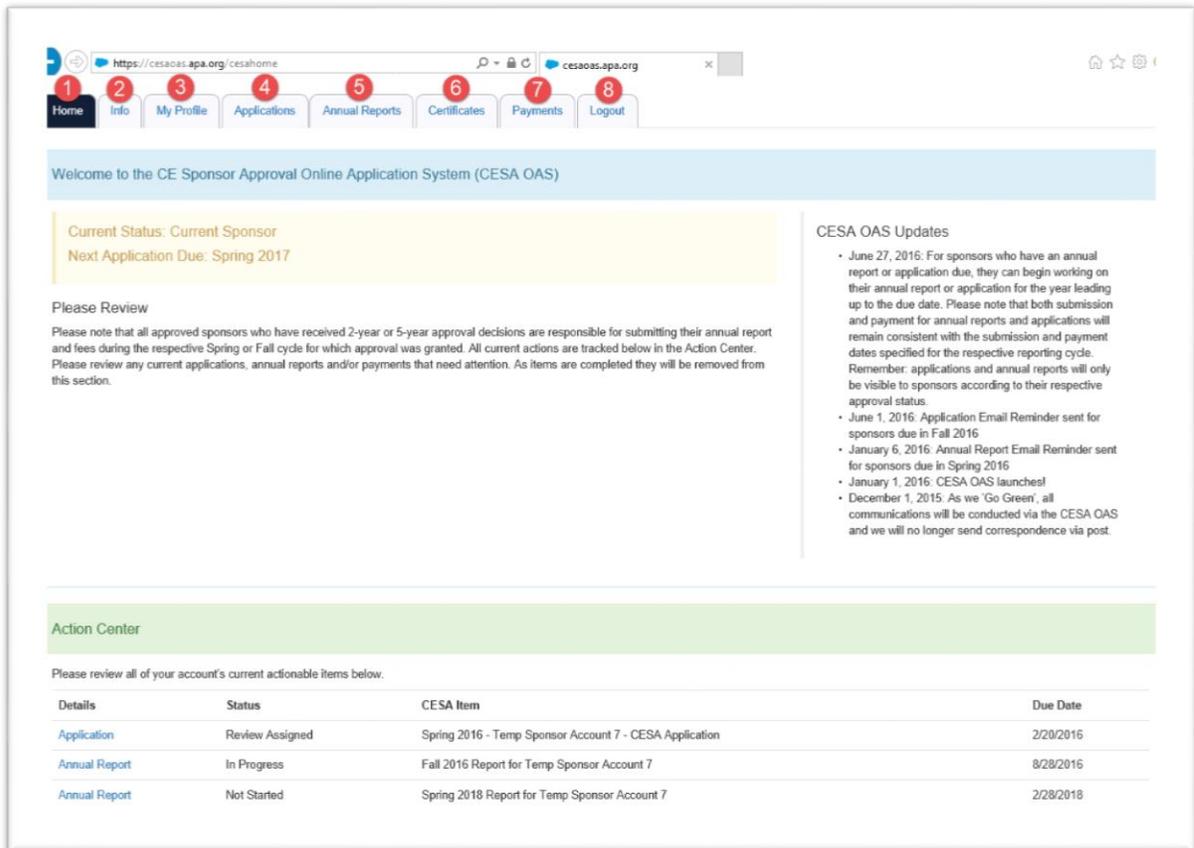
Information Tab

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

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.

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

1. Submit update request
2. Cancel that request

Applications Tab

On the application tab, you will have the ability to start a new application, edit an existing one or view an old application. The application is designed to only show you those types of applications that you are presently set up to apply for.

1. New sponsors will have the ability to target a specific cycle to apply to.
2. The system will show the relevant dates for that specific cycle selected.
3. Starting an application
    a. Follow this link to start a CESA application.
    b. Once CESA application is created, the system will offer a Homestudy Supplemental application.
4. Follow this link to start a Homestudy application.
5. List of archived applications.

1. For current sponsors the cycle will be set
2. Follow this link to start a CESA application
3. Follow this link to start a Homestudy application.
4. List of archived applications.

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.
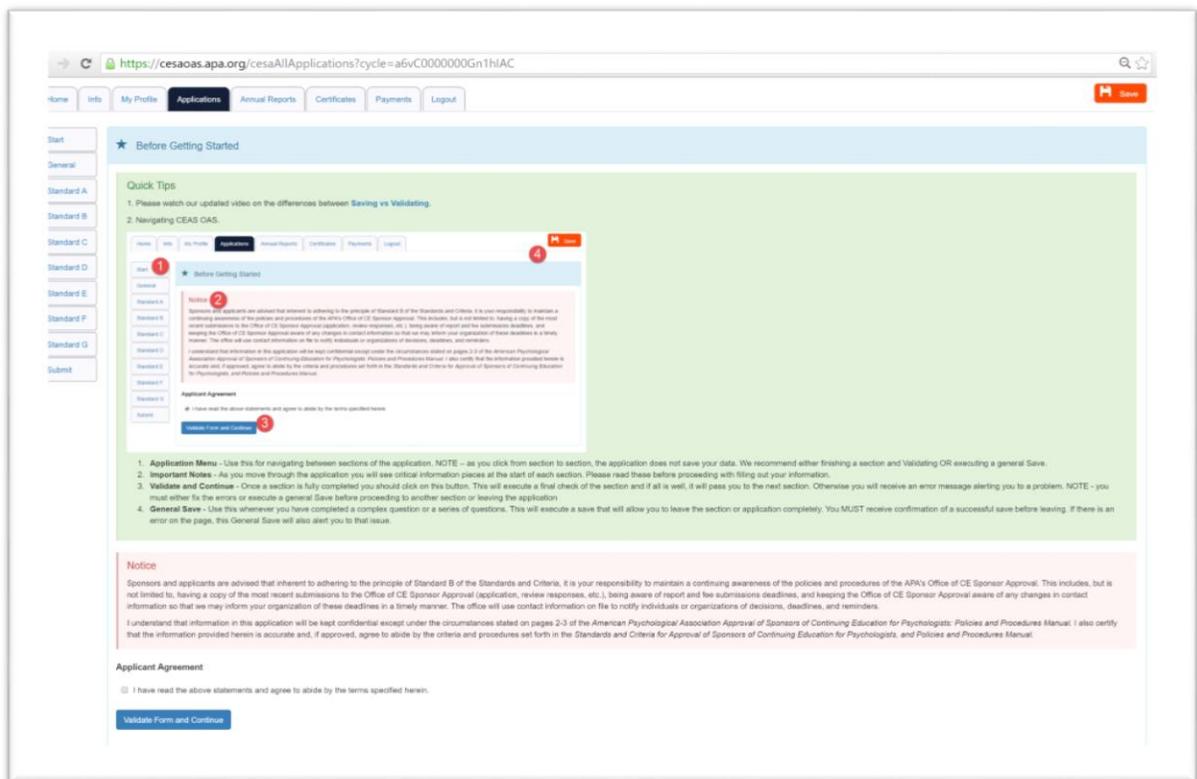
Application Submission – Once you have all Standards completed (you can check your progress at any time by clicking on the Submit menu item) you can then Submit your application – Once you submit your application you will lose Edit access to it, however you will have Read Only access instead. Also note 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.

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
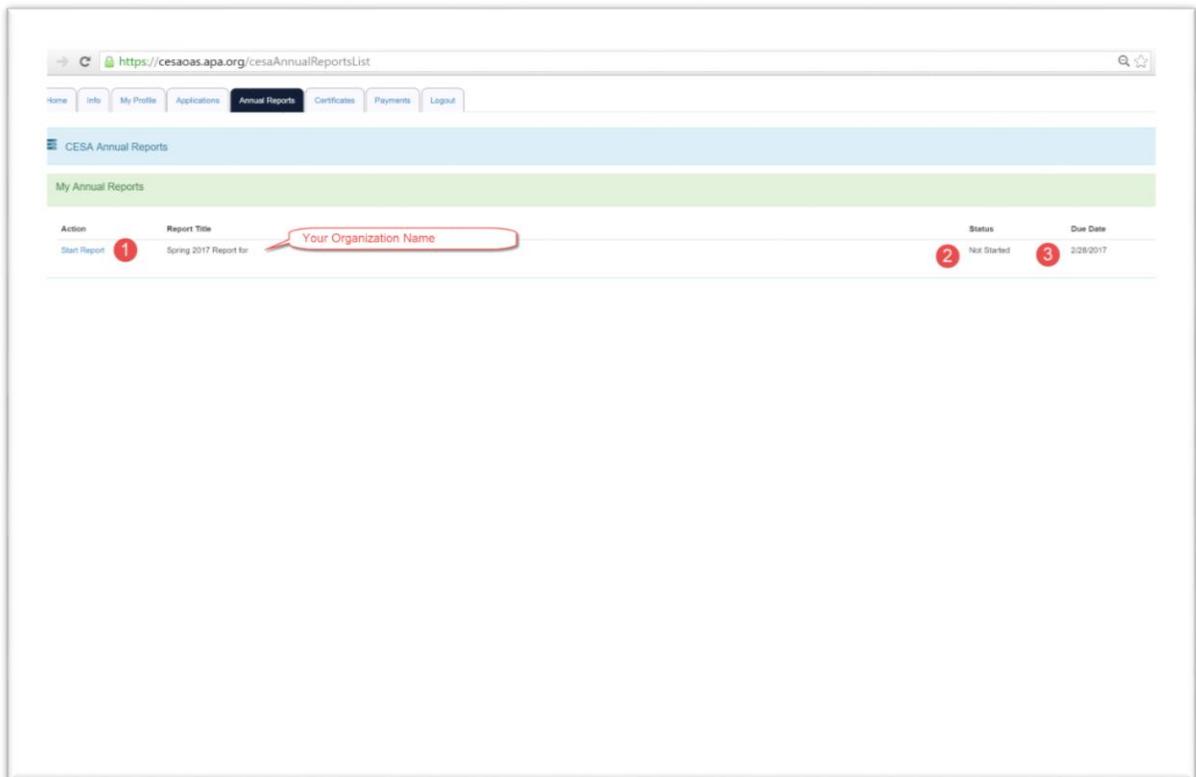
Certificate Tab

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

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

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