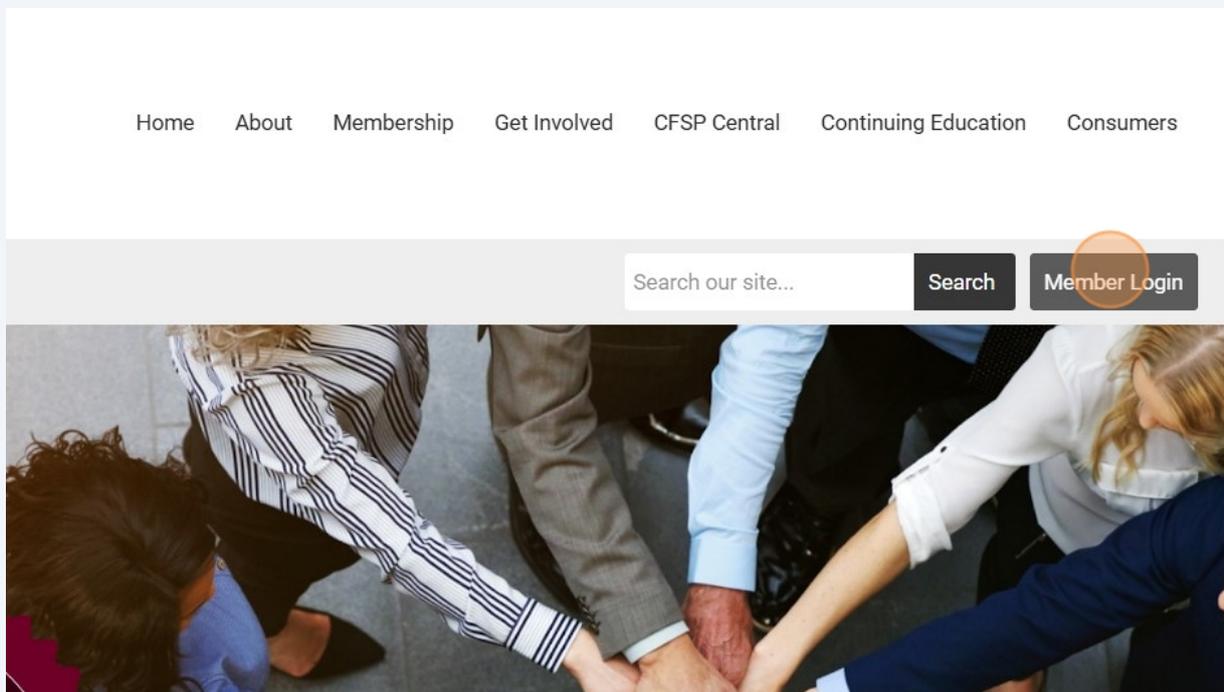


# How to Report CFSP Rollover Activity Hours

1 Navigate to <https://www.apfsp.org/>

2 Click "Member Login"



3

Enter your Username and Password (Use the Retrieve Username and/or Reset Password links if necessary).

### WELCOME TO APFSP - LOGIN BELOW

Username

23077368

Password

.....

[Retrieve Username](#) | [Reset Password](#)

Keep me logged in

LOG IN

4

Click "LOG IN"

23077368

ssword

.....

[Retrieve Username](#) | [Reset Password](#)

Keep me logged in

LOG IN

5 Click "See Your Transcript"

Search our site... Search Member Logout

**Christie Ward**  
APFSP  
Active Certified  
Member ID: 23077368  
CFSP Date:

### Quick Links

- Member Home
- See Your Transcript
- CFSP Activity Reporting
- Non-CFSP Activity Reporting

### Upcoming Events

6 Click the "Choose a start date" field.

Filter Credits

APPLY FILTERS

RESET FILTERS

**Date Range**

Choose a start date

To

Choose an end date

**Category**

(None)

<b>Date Range</b>	11/14/2024 - 11/14/2024
<b>Event / Session</b>	Rollover from 2023
<b>Hours</b>	3.5
<b>Category</b>	C - Certified Activity
<b>Added By</b>	Admin
<b>Location</b>	
<b>Instructor</b>	
<b>Expiration</b>	
<b>Description</b>	

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<b>Date Range</b>	11/14/2024 - 11/14/2024
<b>Event / Session</b>	Rollover from 2023
<b>Hours</b>	3.5
<b>Category</b>	C - Certified Activity

7 Type "01/01/2023"

8 Click the "Choose an end date" field.

Filter Credits	
<input type="button" value="APPLY FILTERS"/>	
<input type="button" value="RESET FILTERS"/>	
<b>Date Range</b>	
01/01/2023 <input type="text"/>	
To	
<input type="text" value="Choose an end date"/>	
<b>Category</b>	
<input type="checkbox"/> (None)	

<b>Date Range</b>	11/14/2024 - 11/14/2024
<b>Event / Session</b>	Rollover from 2023
<b>Hours</b>	3.5
<b>Category</b>	C - Certified Activity
<b>Added By</b>	Admin
<b>Location</b>	
<b>Instructor</b>	
<b>Expiration</b>	
<b>Description</b>	

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<b>Date Range</b>	11/14/2024 - 11/14/2024
<b>Event / Session</b>	Rollover from 2023
<b>Hours</b>	3.5
<b>Category</b>	C - Certified Activity

9 Type "12/31/2023"

**10** Select the "Certified Activity" box

<p>10</p> <p>12/31/2023</p> <p><b>Category</b></p> <p><input type="checkbox"/> (None)</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/> A - Academic Activity</p> <p><input checked="" type="checkbox"/> B - Professional Activity</p> <p><input checked="" type="checkbox"/> C - Certified Activity</p> <p><input type="checkbox"/> CR - Career Review</p> <p><input type="checkbox"/> D - Community Service &amp; Education</p> <p><b>Added By</b></p> <p><input type="checkbox"/> Administrator</p> <p><input type="checkbox"/> Self</p>	<p><b>Description</b></p> <hr/> <p><b>Date Range</b> 12/5/2023 - 12/5/2023</p> <p><b>Event / Session</b> Example Hours 2</p> <p><b>Hours</b> 10</p> <p><b>Category</b> C - Certified Activity</p> <p><b>Added By</b> Admin</p> <p><b>Location</b></p> <p><b>Instructor</b></p> <p><b>Expiration</b></p> <p><b>Description</b></p> <hr/> <p><b>Date Range</b> 12/1/2023 - 12/1/2023</p> <p><b>Event / Session</b> Example Hours 1</p> <p><b>Hours</b> 10</p>
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**11** Click "Apply filters"

 <p>ACADEMY OF PROFESSIONAL FUNERAL SERVICE EDUCATORS</p> <p>Home About Membership Get I</p> <p><b>Event / Session total: 3</b></p> <p><b>Filter Credits</b></p> <p><b>APPLY FILTERS</b></p> <p><b>RESET FILTERS</b></p> <p><b>Date Range</b></p> <p>1/1/2023</p> <p>To</p> <p>12/31/2023</p>	<p><b>Date Range</b> 12/6/2023 - 12/6/2023</p> <p><b>Event / Session</b> Example Hours 3</p> <p><b>Hours</b> 3.5</p> <p><b>Category</b> C - Certified Activity</p> <p><b>Added By</b> Admin</p> <p><b>Location</b></p> <p><b>Instructor</b></p> <p><b>Expiration</b></p> <p><b>Description</b></p>
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12

Note your total 2023 Activity Hours (in this example the total is 23.5 hours, meaning we have a total of 3.5 hours to carry-over to 2024)

Search our site...

king

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**Hours total: 23.5**  
**Event / Session total: 3**

Date Range	12/6/2023 - 12/6/2023
Event / Session	Example Hours 3
Hours	3.5
Category	C - Certified Activity
Added By	Admin

13

Click "RETURN" at the top right of the page

Home About Membership Get Involved CFSP Central Continuing Education Consumers

Search our site... Search Member Logout

RETURN

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**Hours total: 23.5**  
**Event / Session total: 3**

EXPORT PDF

12/6/2023 - 12/6/2023  
Example Hours 3

14 Click "CFSP Activity Reporting"

**Christie Ward**  
APFSP  
Active Certified  
Member ID: 23077368  
CFSP Date:

**Quick Links**

- Member Home
- See Your Transcript
- CFSP Activity Reporting**
- Non-CFSP Activity Reporting

**Upcoming Events**

No events

[View Full Calendar](#)

15 Enter your Member Number

Christie MI Ward

Email

**Email Preferred**

cward@apfsp.org

**Your Member Number (NO DASHES)\***

|

**Activity:\***

- Authored Article or Research or Book - A
- Attendance at Funeral Service Meeting - B
- Attendance at Funeral Service Convention/Conference - B
- Board/Committee Work (Funeral Service Organizations) - B

**16** Click the "Rollover Hours from Prior Year (maximum of 20)" field.

- Instruction (College or intensive one-theme course) - A
- Instruction (Single-theme workshop to Funeral Directors) - A
- Instruction (Apprentice or Intern Training) - D
- Presentations (Workshops to Community Groups/Hospice) - D
- Presentations (Funeral Home Tours) - D
- Presentations (Career Days/Senior Expos/Civic Events) - D
- Rollover Hours from Prior Year (maximum of 20)

Course or Activity Title/Name/Description:\*

Date of Activity Completion:\*

Number of Hours (Please represent in whole and/or 1/4 hours, e.g. 1, 1.25, 1.5, 1.75): (2)\*

**17** Enter "Rollover" in the Title/Name/Description field

- Instruction (Apprentice or Intern Training) - D
- Presentations (Workshops to Community Groups/Hospice) - D
- Presentations (Funeral Home Tours) - D
- Presentations (Career Days/Senior Expos/Civic Events) - D
- Rollover Hours from Prior Year (maximum of 20)

Course or Activity Title/Name/Description:\*

Date of Activity Completion:\*

Number of Hours (Please represent in whole and/or 1/4 hours, e.g. 1, 1.25, 1.5, 1.75): (2)\*

Additional Notes

**18** Enter any 2024 date in the "Date of Activity Completion" field

- Presentations (Career Days/Senior Expos/Civic Events) - D
- Rollover Hours from Prior Year (maximum of 20)

**Course or Activity Title/Name/Description:\***

Rollover from 2023

**Date of Activity Completion:\***

**Number of Hours (Please represent in whole and/or 1/4 hours, e.g. 1, 1.25, 1.5, 1.75): (2)\***

**Additional Notes**

Submit

**19** Enter the number of 2023 carry-over hours (our example shows 3.5)

3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Today

11/14/2024

**Number of Hours (Please represent in whole and/or 1/4 hours, e.g. 1, 1.25, 1.5, 1.75): (2)\***

**Additional Notes**

Submit

20 No additional notes are needed

Reservations (vacation days, funeral expenses, etc.)

Rollover Hours from Prior Year (maximum of 20)

Course or Activity Title/Name/Description:\*

Rollover from 2023

Date of Activity Completion:\*

11/14/2024

Number of Hours (Please represent in whole and/or 1/4 hours, e.g. 1, 1.25, 1.5, 1.75): (2)\*

3.5

Additional Notes



Submit

21 Click "Submit"

1/4/2024

Number of Hours (Please represent in whole and/or 1/4 hours, e.g. 1, 1.25, 1.5, 1.75): (2)\*

Additional Notes

Submit

Academy of Professional Funeral Service Practice

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Click "Finish" - Thank you! Your 2023 Rollover hours have been reported!

Thank you!

Your CFSP activity has been submitted successfully. Your transcript will be updated soon!

