

# CPE Tracker – Review and Update Procedures

---

Log into CPE Tracker – [www.cpetracker.org](http://www.cpetracker.org)

Enter login name and password. Forgot your password? Click on Forgot password and enter your e-mail address. Please note that in order to get your password, you must enter the e-mail that matches the e-mail currently listed in the CPE Tracker system.

*Once in the system, Click on **Personal Profile** on the top blue bar*

---

Review your Address, Home Phone, and e-mail. Make updates where necessary. Please use your IU e-mail address.

If you have a PA certificate, click the box “Check the box if credits need to be uploaded to pde:”

PPID – If you hold a PA certificate, this 7-digit number must be entered. If you do not know your number, please go to this section on the PDE website to secure your PPID:

<https://www.perms.ed.state.pa.us/Screens/wfProfessionalPersonnelID.aspx>

Act 48 Compliance Date – if no date is listed, please enter a date. Anyone with a PA certificate issued ON or PRIOR to July 1, 2000, enter “7/1/2000.” Otherwise, enter the date of your first certificate issuance. Always use “1” for the day.

Last line of this screen – make certain the box is checked regarding your status as an employee.

Click “SUBMIT” when finished with this screen.

---

*Next, Click on **Employment Information** on the top blue bar*

---

Click on the date under EMPLOYMENT DETAIL. This will bring you to a detailed employment information screen.

As an IU employee, the “IU” and “LEA” drop down boxes should both reflect “Colonial IU 20.”

Start date – first date of employment with the IU 20.

Termination date – will only be completed when you are no longer an employee of the IU.

Building – choose the building where you work. *Please keep this updated on an on-going basis.*

Position – choose a position from the drop-down menu that aligns with your current position.

Organizational level – choose the level from the drop-down menu that aligns with your current position.

Building address – enter the address that matches the building you selected.

Business phone – enter a phone number where you can be reached during your work hours.

FAX – optional

First Level Approver – enter the IU e-mail address of your immediate supervisor.

Second Level Approver – enter the IU e-mail address of your Cabinet level administrator.

Click “SUBMIT.”

---

The updating process is now complete. Please keep this information handy and update promptly when necessary. This will ensure information routed to the correct approvers and proper submission of information to PDE.