

## Adding Repeat Dates to an Approved Program

To get started, access the Application Service Center for the course in which you would like to add a repeat date.

### Attendance Reporting

- [Attendance Reporting Grid](#)

This web-based grid allows you to view all attendance data that has been reported to date for a given session or activity. You may use this grid to report new attendees, or change the existing reported CEAS Data.

- [Attendance Log Importer](#)

This importer allows you to upload your Excel 2007 (.xlsx) Attendance Log, and have attendance data bulk imported automatically from that form. Note that once attendance data has been reported for a session in a Traditional program, this option is no longer available for that session.

### Miscellaneous

- [View and/or Order Additional Activity Repeat Dates](#)
- [Update Presenters or Authors](#)



In the Application Service Center, choose the hyperlink under the Miscellaneous section titled View and/or Order Additional Activity Repeat Dates.

### Application Service Center

#### Existing Repeat Dates

Existing repeat dates have already been paid for, and cannot be changed or removed. Please contact the Customer Service team at [info@aac.org](mailto:info@aac.org) if you have any questions about an existing repeat date.

Course Number	Begin Date	End Date	City	State/Province	Country
No repeat dates have been added for this program.					

#### Add Repeat Dates

Approved programs can be repeated during the year in which it was approved. If you intend to repeat this program and you know when the repeat programs will be presented, you may provide that information here and pay the fee up front.

+ Add a New Repeat Date ↻ Refresh

Begin Date	End Date	City	State/Province	Country	Fee
Click 'Add a New Repeat Date' above to add a new repeat date.					

Next

Back

Repeat program dates can be added anytime during the accreditation period. To add a repeat date click on “Add a New Repeat Date” and the following screen will appear:

Add a New Repeat Date
 Refresh

Begin Date	End Date	City	State/Province	Country	Fee
Insert New Repeat Date					
* Begin Date	<input type="text"/>				
* End Date	<input type="text"/>				
* City	<input type="text"/>				
* State	<input type="text"/>				
* Country	United States				

Cancel
 Save

No repeat dates have been added for this program. Click 'Add a New Repeat Date' above to add one.

Next

Click on the Calendar icons to select the beginning and ending date of the program or enter them manually. Enter the city and state where the program is being presented and click on “Save”. This screen shows the information entered for this example:

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Add a New Repeat Date
 Refresh

	Begin Date	End Date	City	State/Province	Country	Fee	
	1/15/13	1/15/13	Boston	MA	United States	\$22.00	

Next

This repeat program can be edited prior to submission of the application by clicking on the pencil icon or deleted by clicking on the red x. Repeat this process for each date you would like add.

Once you have added all the dates you would like to enter at this time click “Next” to access the Payment page. You may pay via credit card or pay later by check.

**Important** - Please see payment information at the end of this document on how to access your receipt if paying by credit card or invoice if paying by check.

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Course Number	Begin Date	End Date	City	State/Province	Country
139497001	1/15/13	1/15/13	Boston	MA	United States

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 Add a New Repeat Date

 Refresh

Begin Date	End Date	City	State/Province	Country	Fee
Click 'Add a New Repeat Date' above to add a new repeat date.					

Next

Back

If you return to the repeat date page you will now see the repeat dates that have been added to your course.

## Application Service Center

### Application Forms And Documents


- [Download Completed Application](#)
- [Download Approval Letter](#)


### Receipts

- [Application Submission, Order #405662](#)
- [Additional Repeat Date\(s\), Order #405667](#)

### Session Specific Forms

Please choose an activity date/location to generate an attendance log, or an activity date/location **and** a session to generate a certificate of attendance/completion template or an evaluation form.

 Activity Date/Location

 Session

Jan 3, 2013 (Test Course City, AK)

Jan 15, 2013 (Boston, MA)

- [Download an Attendance Form](#)
- [Download a Certificate of Attendance/Completion Template](#)
- [Download an Evaluation Form](#)

### Attendance Reporting

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- [Attendance Log Importer](#)  
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You will also find that this new date will be available in the drop down box so that you may download an attendance form, certificate of attendance template, evaluation form and report the attendance for the date chosen.

## Payment

Whether you chose to pay by credit card or by check you may access your receipt or invoice in the Application Service Center for your course,

The screenshot shows the AARC Continuing Respiratory Care Education website. The header features the AARC logo and the title "AARC Continuing Respiratory Care Education". The left sidebar contains links for "My Applications", "Manage Users", and "User's Manual". The main content area is titled "Application Service Center" and includes sections for "Application Forms And Documents", "Receipts", "Session Specific Forms", "Attendance Reporting", and "Miscellaneous".

**AARC Continuing Respiratory Care Education**

- [My Applications](#)
- [Manage Users](#)
- [User's Manual](#)

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Application Forms And Documents

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\* **Activity Date/Location**

\* **Session**

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Miscellaneous

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Under the section titled Receipts choose the link titled Additional Repeat Date(s). This will download your receipt or invoice for this transaction. If you chose to pay by check, please print the invoice and attach it to your check and mail the payment to the AARC.

AARC

Attn: CRCE

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Irving, TX 75063