Self-Reporting Lifelong Learning Hours

1. Visit learning.nazarene.org
2. Select a language
3. Choose "Sign Up" and fill out the form and log in
4. To record a lifelong learning event, choose "Add Record" on the upper right side of the screen
5. This form can be filled out one of two ways:
   a. Enter an event code
      i. Event codes for district sponsored can be found on the district website (ccdnaz.org) under Ministers→Lifelong Learning
      ii. Event codes will populate all the information on the form with the exception of the number of hours. Enter an event code and click, "Go!"
      iii. Once the form is populated, enter in the number of hours you participated in the event. The maximum number of hours allowed for each event is listed next to the event code on the district website.
      iv. Once the form is completed, click "Create" to log your event
   b. Enter data manually
      i. For individual events or non-district sponsored activities that do not have an event code, fill out all areas of the form
      ii. Event Title – name of seminar or activity
      iii. Start and End Date – select from the dropdown calendar
      iv. Event Description – a brief description of the event, including location, topic, and speaker
      v. Event Provider – sponsor of event
      vi. Number of Learning Hours – length of event in hours
      vii. Event Type – select an option from the dropdown menu
      viii. Select one (or more) of the 4 C's – Content, Context, Competency, and/or Character
      ix. Once the form is completed, click "Create" to log your event
6. "Your Registry" will show all activities you have logged through this website.
7. If you have any questions or issues logging your lifelong learning hours, please contact Scott Whalen: ads@ccdnaz.org