



VECCS Facility Certification

CE Log Best Practices

To make sure your information is easy to review, use these steps:

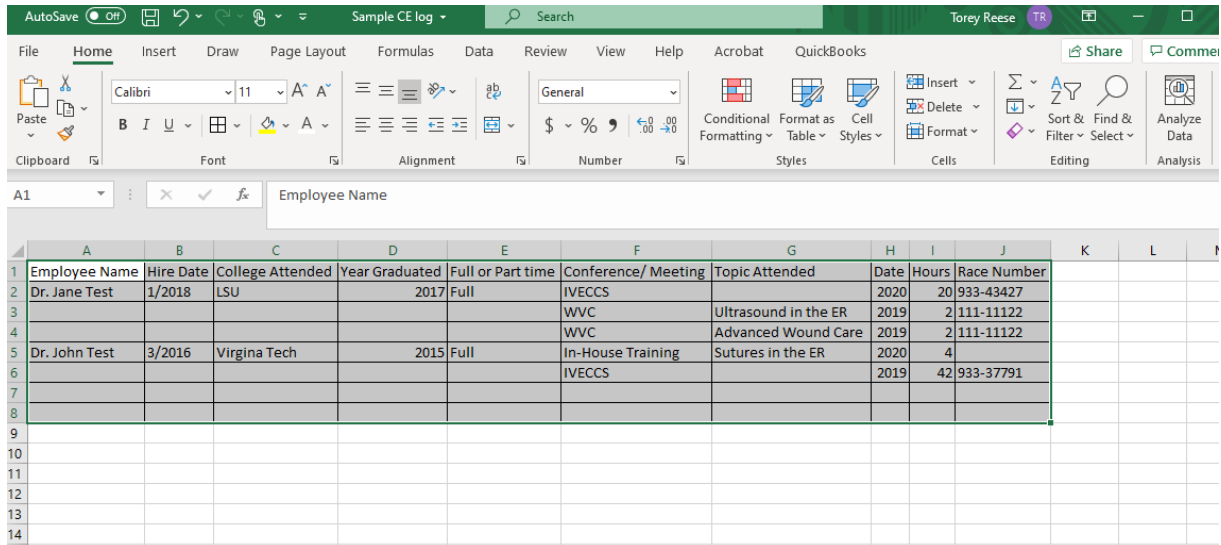
- 1) Make sure that all of your columns are fully expanded so that the titles and school names are all legible.
- 2) You only need to enter the name, hire date, school, year graduated, in-house training information of the doctor or technician/ nurse once per section. Only the list of CE needs to be entered on subsequent lines.
- 3) Please note that you are not required to list each course attended at the IVECCS or VECCS Spring Symposiums. One line with their total CE hours is sufficient.

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

Employee Name	Hire Date	College Attended	Year Graduated	Full or Part time	Conference/ Meeting	Topic Attended	Date	Hours	Race Number
Dr. Jane Test	1/2018	LSU	2017	Full	IVECCS		2020	20	933-43427
					WVC	Ultrasound in the ER	2019	2	111-11122
					WVC	Advanced Wound Care	2019	2	111-11122
Dr. John Test	3/2016	Virgina Tech	2015	Full	In-House Training	Sutures in the ER	2020	4	
					IVECCS		2019	42	933-37791

For the best results of uploading your CE log as a PDF, use these steps:

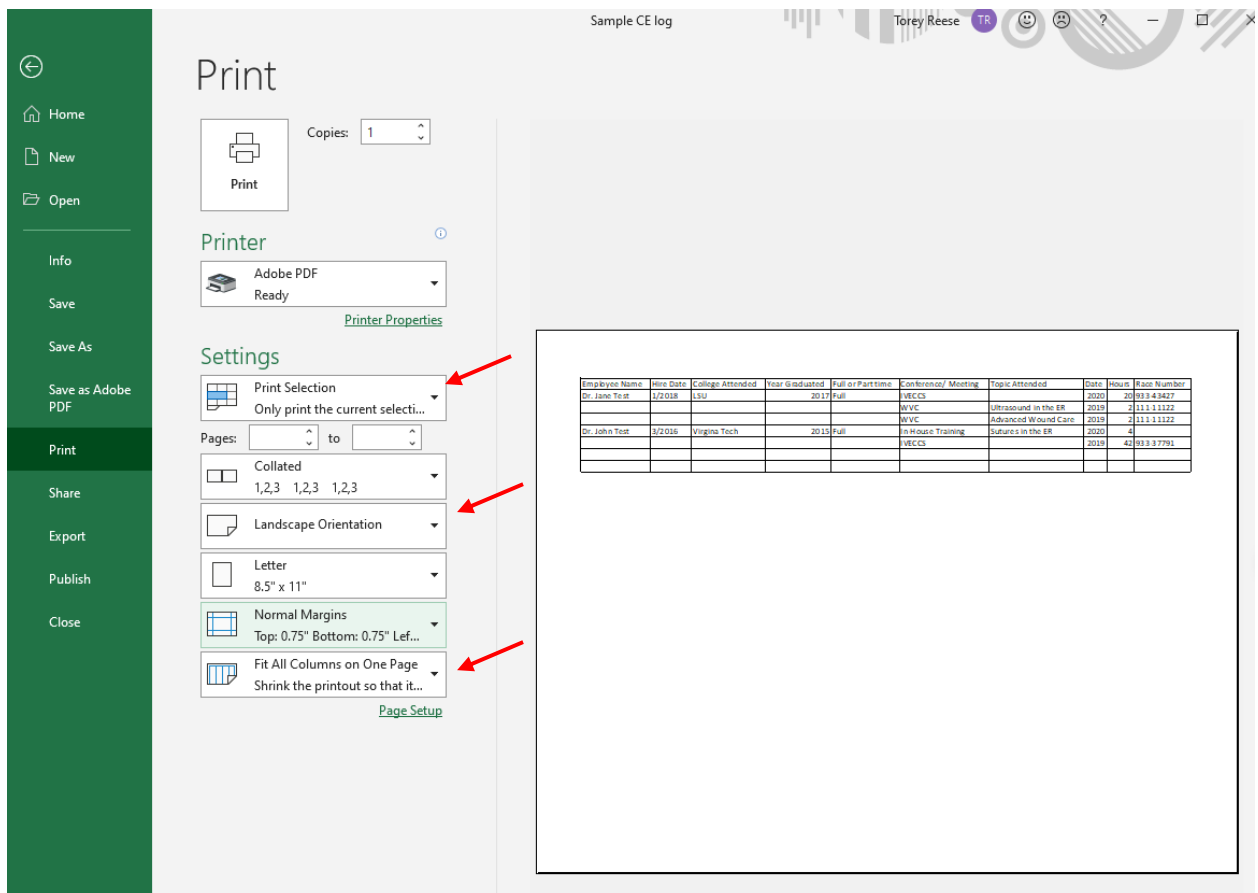
- 1) Make sure that all of your log information has borders.
- 2) Highlight the entire log information



The screenshot shows the Microsoft Excel interface with a table containing CE log information. The table has borders around all cells and is highlighted in green. The columns are: Employee Name, Hire Date, College Attended, Year Graduated, Full or Part time, Conference/ Meeting, Topic Attended, Date, Hours, and Race Number. The data rows are for Dr. Jane Test and Dr. John Test.

Employee Name	Hire Date	College Attended	Year Graduated	Full or Part time	Conference/ Meeting	Topic Attended	Date	Hours	Race Number
Dr. Jane Test	1/2018	LSU	2017	Full	IVECCS	Ultrasound in the ER	2020	20	933-43427
					WVC	Advanced Wound Care	2019	2	111-11122
					WVC	Advanced Wound Care	2019	2	111-11122
Dr. John Test	3/2016	Virginia Tech	2015	Full	In-House Training	Sutures in the ER	2020	4	
					IVECCS		2019	42	933-37791

- 3) Use the Print to PDF option. Make sure you use landscape orientation and fit all columns on one page.



The screenshot shows the Microsoft Excel Print dialog box. The printer is set to Adobe PDF. The settings are: Print Selection (Only print the current selection...), Pages: 1 to 1, Collated (1,2,3 1,2,3 1,2,3), Landscape Orientation, Letter (8.5" x 11"), Normal Margins (Top: 0.75" Bottom: 0.75" Lef...), and Fit All Columns on One Page (Shrink the printout so that it...). Red arrows point to the Print Selection, Landscape Orientation, and Fit All Columns on One Page settings.

Print

Copies: 1

Printer: Adobe PDF Ready

Settings

Print Selection
Only print the current selection...

Pages: 1 to 1

Collated
1,2,3 1,2,3 1,2,3

Landscape Orientation

Letter
8.5" x 11"

Normal Margins
Top: 0.75" Bottom: 0.75" Lef...

Fit All Columns on One Page
Shrink the printout so that it...

Employee Name	Hire Date	College Attended	Year graduated	Full or Part time	Conference/ Meeting	Topic Attended	Date	Hours	Race Number
Dr. Jane Test	1/2018	LSU	2017	Full	IVECCS	Ultrasound in the ER	2020	20	933-43427
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					IVECCS		2019	42	933-37791

OR:

4) Use the Save as Adobe PDF option. Make sure you use Selection and fit to paper width.

The screenshot displays the Microsoft Excel interface. On the left, a green ribbon contains the following options: Home, New, Open, Info, Save, Save As, Save as Adobe PDF, Print, Share, Export, Publish, and Close. The 'Save as Adobe PDF' option is highlighted. The main workspace shows a 'Good afternoon' greeting and a 'New' section with templates: 'Blank workbook', 'Money in Excel', 'Welcome to Excel', and 'Drop-down list'. A search bar is visible below the templates. In the foreground, the 'Acrobat PDFMaker' dialog box is open. It features the following settings:

- Conversion Range:** Selection (indicated by a red arrow)
- Conversion Options:** Fit to paper width (indicated by a red arrow)

The dialog also includes sections for 'Sheets in Excel' (containing 'Sheet1'), 'Sheet Selection' (with 'Add >', '< Remove', and 'Add All >>' buttons), 'Arrange' (with 'Move Up' and 'Move Down' buttons), and 'Sheets in PDF' (containing 'Sheet1'). At the bottom, there are 'Convert to PDF' and 'Cancel' buttons.

Employee Name	Hire Date	College Attended	Year Graduated	Full or Part time	Conference/ Meeting	Topic Attended	Date	Hours	Race Number
Dr. Jane Test	1/2018	LSU	2017	Full	IVECCS		2020	20	933-43427
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