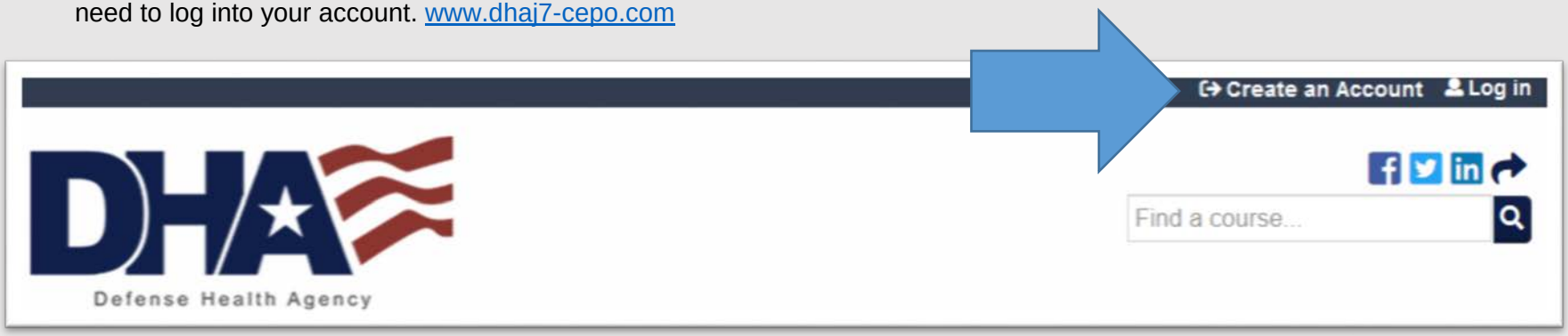
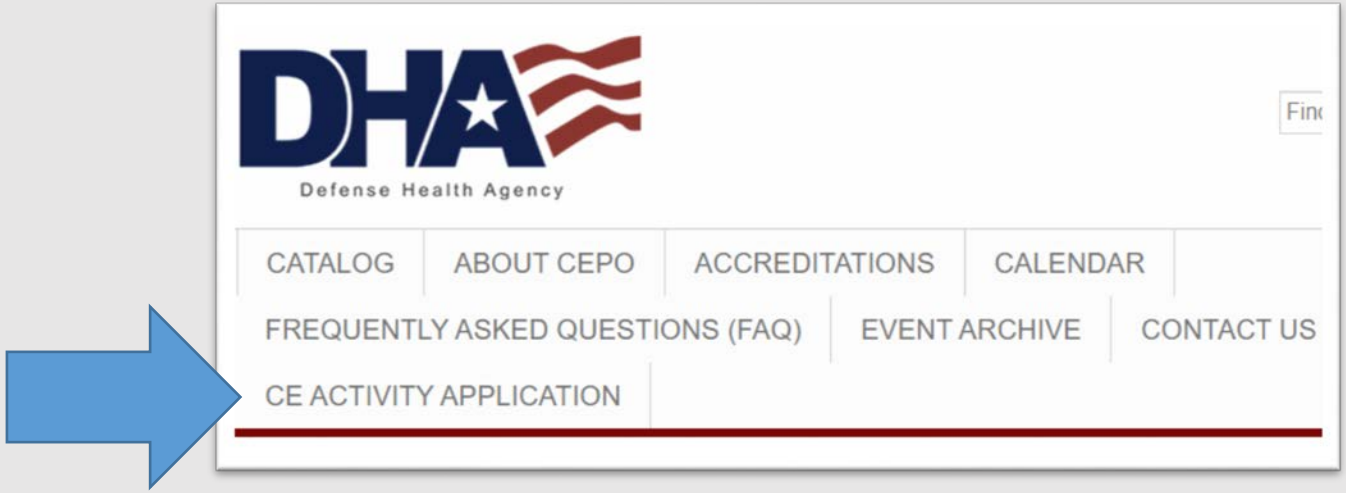
1. You must create an account in the Continuing Education Management System (CMS). If you already have an account, you need to log into your account. www.dhaj7-cepo.com

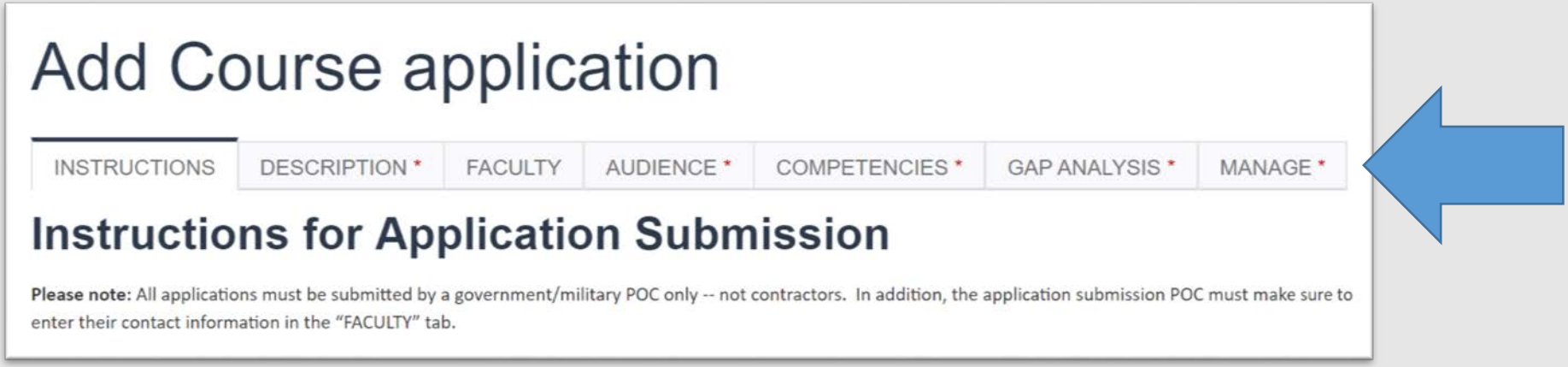


NOTE: If your application is approved, stakeholders for your course, such as speakers, will also need to create accounts in the CMS and complete their biography.

2. Once you are logged in, click on the CE Activity Application tab found in the main menu.

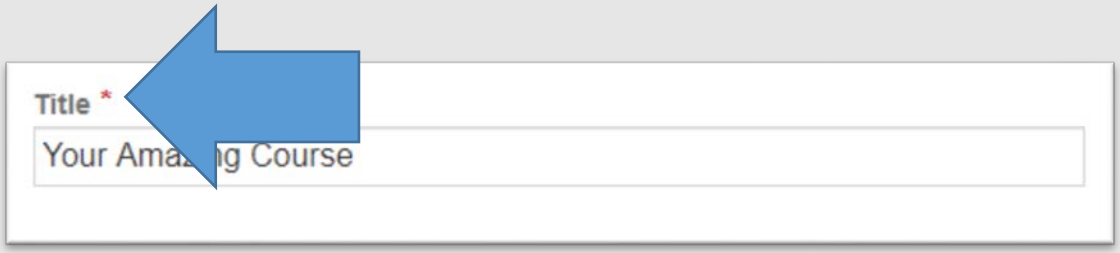


Along the top of the application there are tabs that categorize the different information that is required to complete the application.



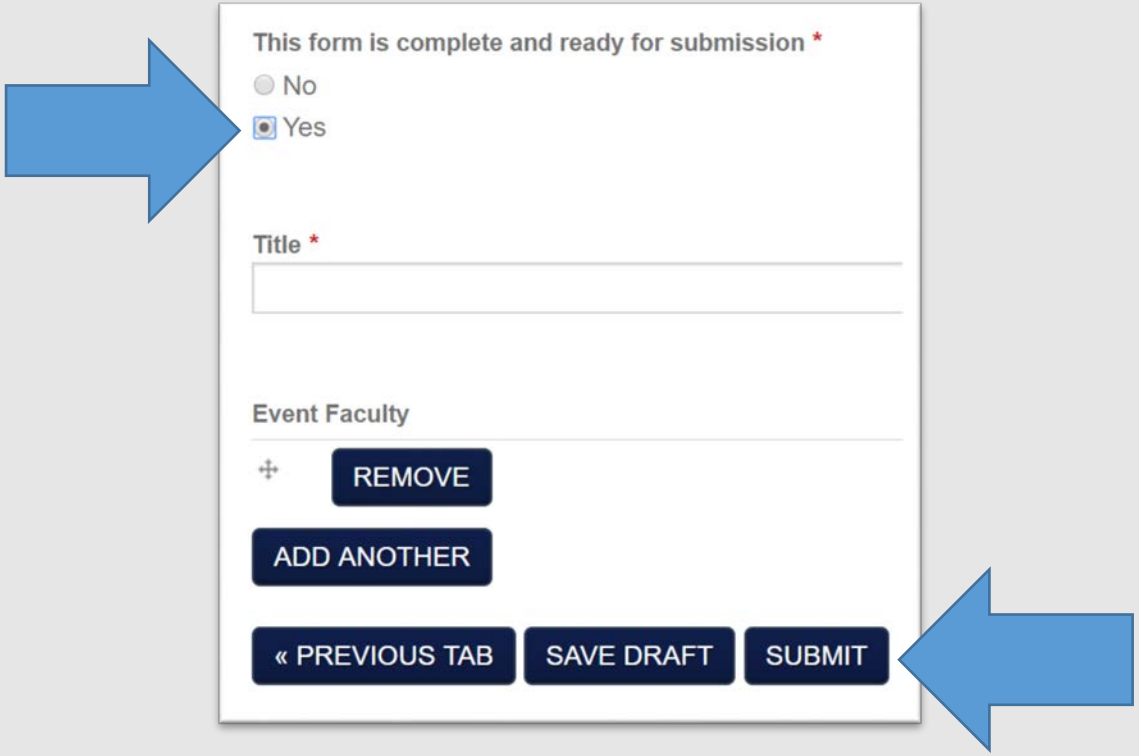
3. In order to save a draft version of your application, you are required to fill out a minimum of
   - Course Title (on the INSTRUCTIONS tab)
   - Course Dates (on the DESCRIPTION tab)
   - Activity Type (on COMPETENCIES tab)

Once this information is filled out, you can click the Save Draft button at the bottom of the application. We recommend clicking the Save Draft button after making changes to your application.



Before finalizing and submitting your application for review, you must complete **all** mandatory fields. Mandatory fields are indicated by a red asterisks.

4. When you have completed the application, you can click the SUBMIT button (on the MANAGE tab). The SUBMIT button will NOT appear until you have selected the *Yes* radio button under "This form is complete and ready for submission."



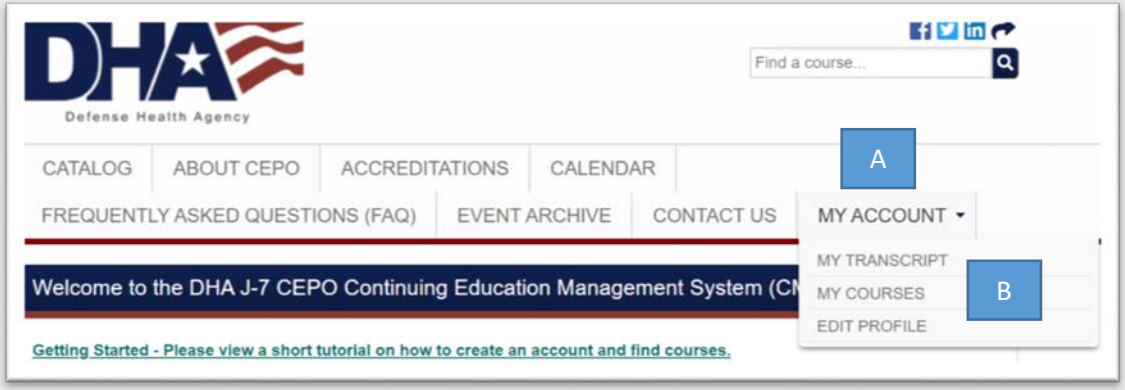
After you submit your application, you will receive an auto-generated email from dha.ncr.j7.mbx.cepo-cms-support@mail.mil. The email will provide a URL that you can use to return to your application. You must be logged in to the system for the URL to work. When the status of your course changes, you will also be notified via email.

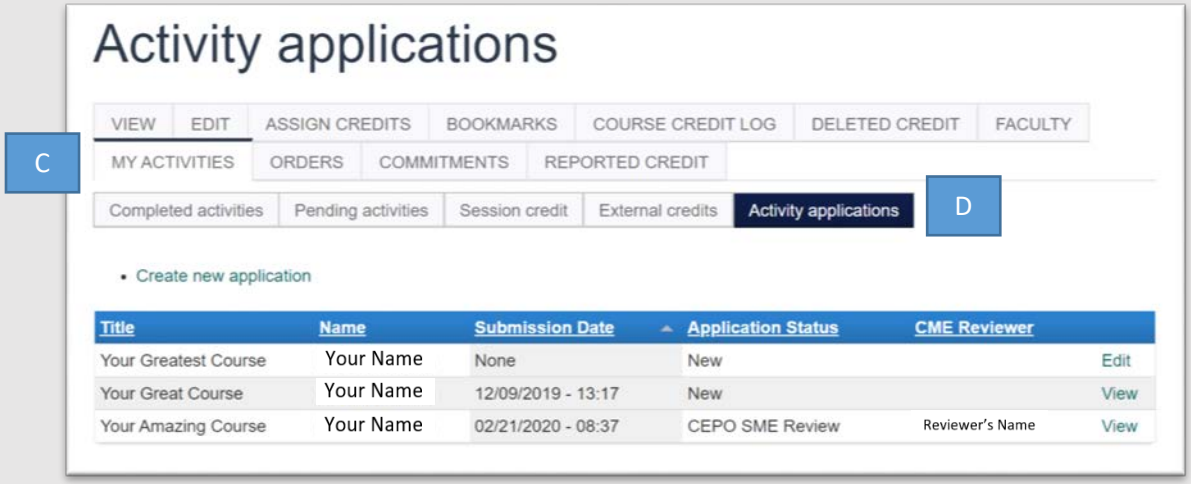
NOTE: Due to security restrictions, auto-generated emails from our system occasionally get blocked when being sent to .mil email domains.

You can also review your application status if you are logged in to our system. To view them

A. Click the MY ACCOUNT tab
B. Click on MY COURSES

C. Click the MY ACTIVITIES tab
D. Click the Activities applications button





A Subject Matter Expert (SME) from CEPO will be assigned to your application. They will reach out to you via email with any questions or comments about your application. If you have questions, please refer to the Continuing Education Program Office Activity Development Guidance Document which can be found on the INSTRUCTIONS tab on the CE Activity Application. Please contact dha.ncr.j7.mbx.continuing-education-office@mail.mil if you have any questions.