

CERPOne Instructions

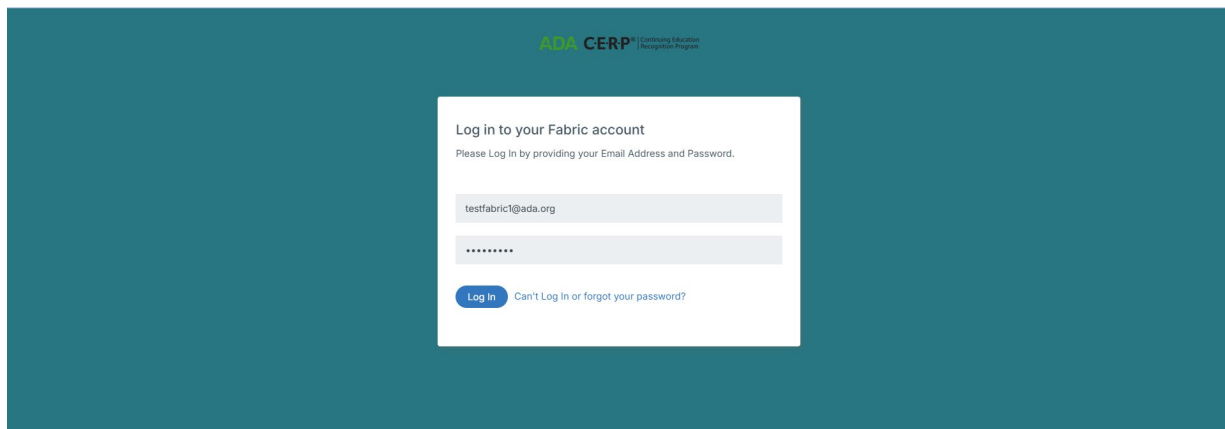
This document details how existing and prospective CERP providers can access CERPOne, the portal for submitting application self-studies, tracking your organization's recognition status, and receiving communications from the Commission for Continuing Education Provider Recognition.

Login to Portal

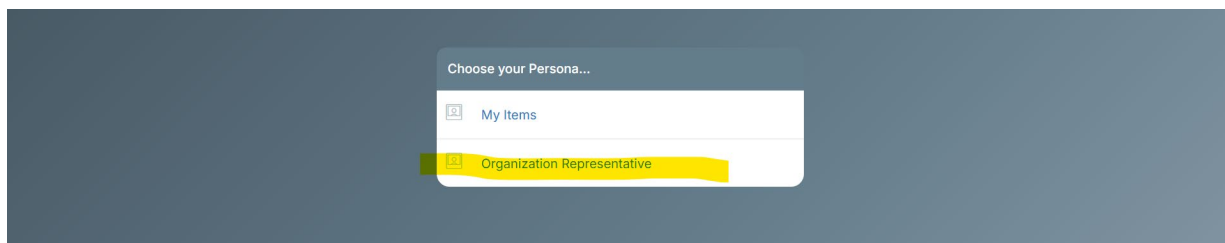
Your organization should have received login information from noreply@armaturecorp.com. This email would have provided you with a link to the [CERPOne portal](#) and prompted you to reset your organization's password. If you have not reset your password, please do so at this time. Your password must be at least 8 characters long and must contain at least one lower case character, one upper case character, one number, and one symbol.

If the email from noreply@armaturecorp.com went to your spam folder, be sure to mark this email address as a safe sender. Information about recognition status, upcoming applications, and other ADA CERP news will be sent directly from the CERPOne portal going forward.

In your browser, navigate to the following URL – <https://cerponline.ada.org>. Enter your email address, followed by your new secure password.



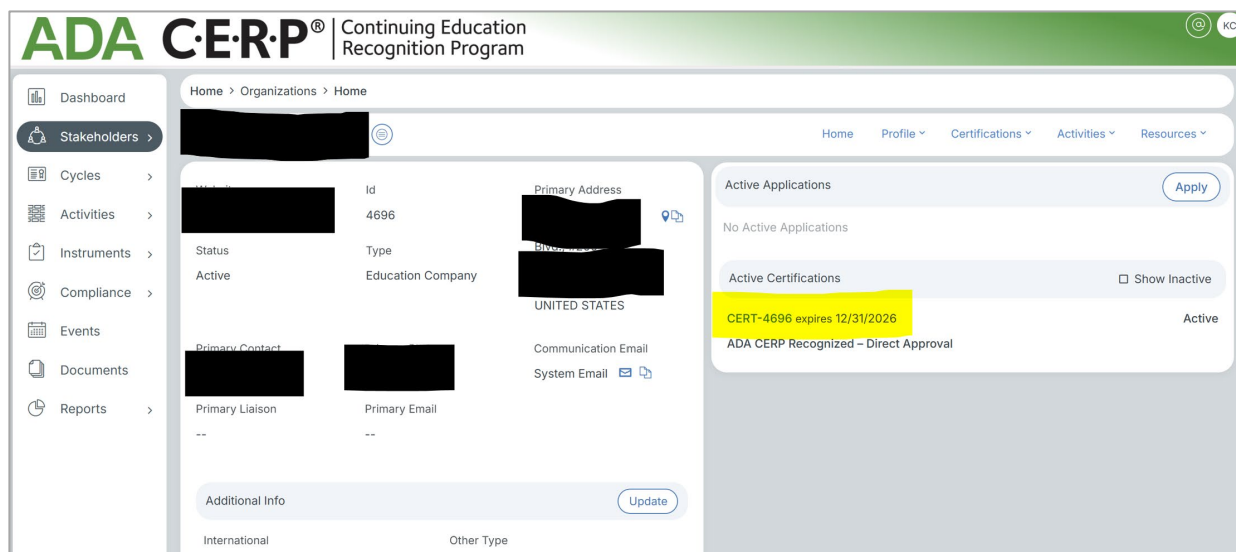
Select the "Organizational Representative" persona.



Your Provider Home Page

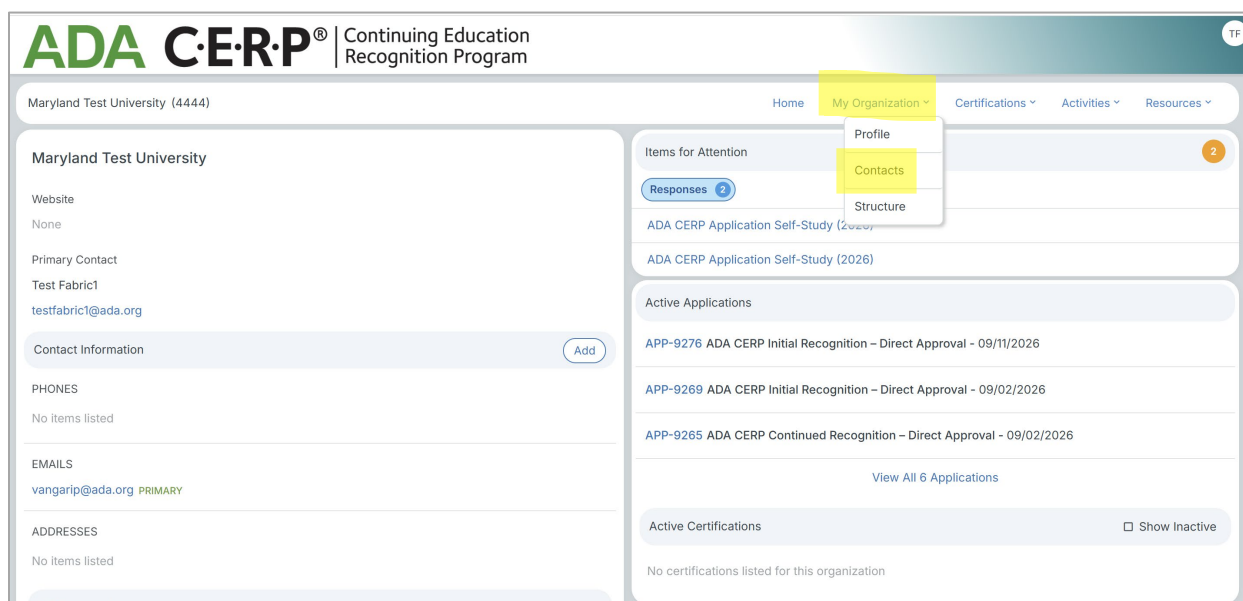
Once you have logged in, your provider home page will display. On the left-hand side of the home page you will see basic information—such as your organization’s website and the primary contact person—as well as your organization’s general contact information (phone, email, address). This information is under your organization’s name (“Test Provider” in the image below). If your organization’s physical address is incorrect, please contact CERP staff at cerp@ada.org.

If your organization is currently recognized, you will see your recognition status in the section labeled “Active Certifications.” The date in this section is your recognition term end date. The image below is from one of our currently recognized providers, so their contact information has been redacted; their recognition expiration date is highlighted.



Checking Your Contacts

While you’re on your home page, it’s a good idea to check if we have the correct people listed as your organization’s contacts (one of whom will be listed as the primary contact). In order to check your contacts, select the “My Organization” dropdown and click “Contacts.”



You should be able to see basic information about your organization's contacts – like the contact's name, their email address, and whether they are considered the primary contact for your organization – on this page. (Please note that there can be only one primary contact listed for your organization.)

ADA C.E.R.P.®

Continuing Education
Recognition Program

TF

Maryland Test University (4444)

Home

My Organization ▾

Certifications ▾

Activities ▾

Resources ▾

Search

Name	User Account	Type	Primary	Trusted
Test Fabric1	testfabric1@ada.org	Administrator (CERP primary contact)	PRIMARY	

If any of the information in this list is incorrect, please contact CERP staff at cerp@ada.org with the following information:

- The name of the contact whose information needs to be changed.
- The new contact's name (including their preferred honorific).
- The new contact's job title, phone number, and email address.
- Whether the new contact should be listed as your organization's primary contact.

Completing Your Organization's Self-Study Application

Once you've checked that your organization's contact information is correct, you can select the "Home" button to return to your organization's profile page. Any items that have been assigned to your organization for completion will display in the upper right-hand corner of the home page in a section labeled "Items for Attention." In the image below, a self-study application has been assigned for completion. In order to access the self-study form from your homepage, click the highlighted link in this section.

ADA CERP®

Continuing Education Recognition Program

TF

Test Provider

Home

My Organization ▾

Certifications ▾

Activities ▾

Resources ▾

Test Provider

Website

ccepr.ada.org

Primary Contact

Test Fabric1

testfabric1@ada.org

Contact Information

Add

PHONES

No items listed

EMAILS

No items listed

ADDRESSES

401 N. Michigan Ave. PRIMARY

Chicago, IL 60601

UNITED STATES

Items for Attention

Responses 1

ADA CERP Application Self-Study (2026)

Active Applications

APP-9273 ADA CERP Initial Recognition - Direct Approval - 09/09/2026

Active Certifications

No certifications listed for this organization

Show Inactive

Upcoming & Overdue Activities

Activity

due

No items are available at this time

Once you click on the self-study link, you will see the page below with links to the sections of the self-study to be completed, along with a progress bar for each section. The “Instructions” section will always read as fully completed, as there are no questions or uploads required in that section, just instructions on filling out the self-study.

Click on the “General Information” link to enter that section of the self-study. Or, if you’d like to complete a different section first, you may complete the application out of order. When you come back to this page after completing (or partially completing) a section, you will be able to see your progress bars. The self-study must be fully completed in order for you to submit it to the Commission for review.

ADA CERP® Continuing Education Recognition Program

Test Provider

Home My Organization Certifications Activities Resources

ADA CERP Application Self-Study (2026)

Test Provider | Application APP-9273

Initial Submission - Not Started (Sep 4th, 2026 - Jan 15th, 2027)

Summary Documents Assignees Reports

Page Completion

- Instructions
- General Information
- Standard 1
- Standard 2
- Standard 3
- Standard 4
- Standard 5

Submit

Within each section, you will be asked either general questions about your program or questions about how your organization can demonstrate that it meets specific ADA CERP criteria. To answer, you will be asked to enter either short narrative responses and/or upload documentation of your organization’s practices. For document uploads, a dialog box will pop-up allowing you to select the file you wish to upload.

As you complete each section, click on the next link in the lower right-hand corner. Information is auto saved when you navigate to other sections of the self-study. When you’re ready to leave the self-study, click the “Save” link at the bottom of the page. You can exit the self-study by clicking the “x” button at the top right of the page.

Export

Progress Documents

Response Summary 0 filters applied

General Information

History and Overview of CE Program

Provide a brief description (500 words or fewer) of your continuing education program including:

- an overview of the organization and key personnel
- the types of CE activities offered (for instance: live lecture, self-study, hands-on, etc.)
- the audience served by the CE program
- the general content area(s) the CE program addresses

Organizational Chart

Upload an organizational chart that shows the leadership and structure of your CE program.

Add / Select a Document

Upload a new document or select from existing documents

Organizational Change

Have there been any changes to the ownership of your CE program, or other organizational changes, during your current ADA CERP recognition term? (For new providers: have there been any changes to the ownership of your CE program, or other organizational changes, since submitting your pre-application?)

PREVIOUS Instructions

CO SAVE

NEXT Standard 1

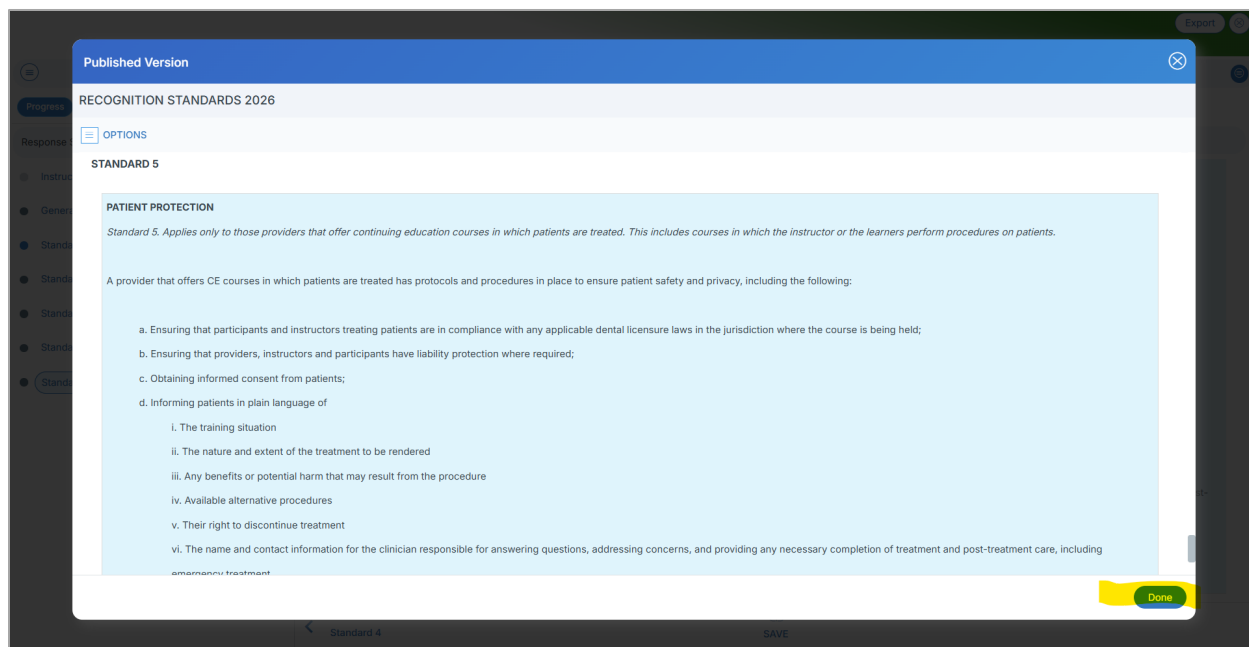
Within each Standard section, you will see instructions related to what documentation or responses should be provided for each criterion. In the image below, the text of criterion 1.1 is in blue, and the field below titled “1.1 Response” is where you would upload the requested document for this criterion.

The screenshot shows a web interface for a standards-based assessment. On the left, a sidebar lists 'Standard 1' through 'Standard 5'. The main area is titled 'Standard 1' and contains a section for 'PURPOSE AND MISSION'. Below this, criterion '1.1' is highlighted in blue, detailing the provider's CE mission. A '1.1 Response' section follows, featuring an 'Upload' field and a button to 'Add / Select a Document'. At the bottom, navigation links for 'General Information', 'SAVE', and 'Standard 2' are visible.

If you need to view the full Standard associated with a section, you can click in the blue icon in the upper right, then select “Standards.”

This screenshot displays the 'Standard 5' section. The sidebar on the left has 'Standard 5' selected. The main content area is titled 'STANDARD 5' and features a 'PATIENT PROTECTION' section. Below this, a list of requirements for patient safety and privacy is provided. A dropdown menu in the top right corner shows 'Standards' and 'Save' options. At the bottom, navigation links for 'Standard 4', 'SAVE', and 'Standard 5' are visible.

The full Standard will display. When you are done viewing the Standard, click “Done” to close the window and go back to the self-study form.



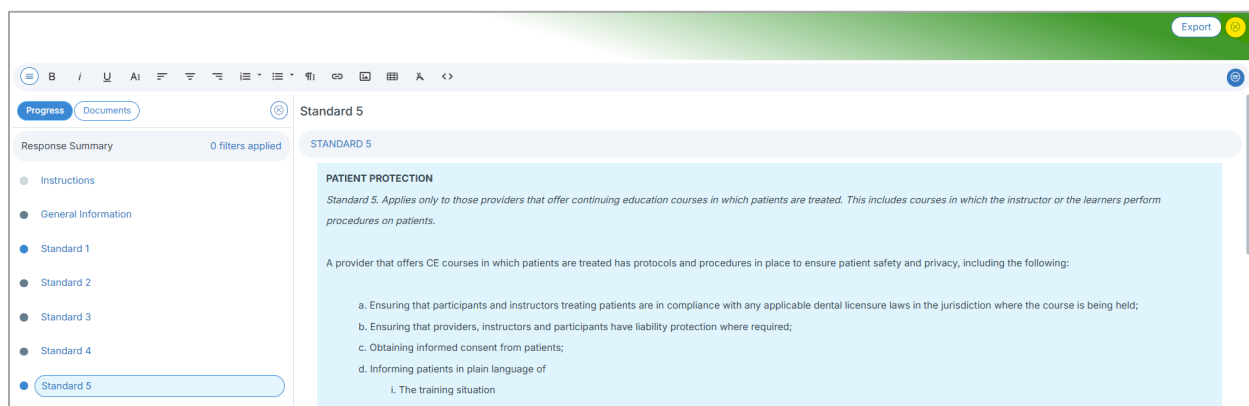
As you complete the self-study, there are a few things to keep in mind:

- Please keep your responses concise. Most text boxes have a 500 word limit, so be sure to keep your responses as brief and direct as possible.
- All dialog boxes must have a response in them in order for your self-study to be complete.
- Only PDFs, Excel, or Word documents can be uploaded. Please upload only these file types.
- All uploaded documents must be under 10 MB.

Any changes you enter on this page will be auto-saved when you click to another section of the self-study. To ensure that everything you’ve entered is saved, you can always click on the “Save” button at the bottom of the page; it’s probably a good idea to do this before leaving the self-study.

You do not have to complete the whole self-study in one session. As long as the information and documents you enter are saved you can return to the self-study when you have more information to enter. If you want to look through the information you’ve entered so far to make sure everything looks right (or if you want to do a final check before submitting), you can hit the “Export” button at the top right of the page. This will prompt you to select the items you’d like to include in your export for review. We recommend selecting “Include Comments” and “Include Documents” for a fairly complete review of your submission.

When you are finished reviewing your self-study and are ready to submit, click on the “x” icon in the upper right-hand corner of the page, highlighted below.



You will return to the self-study summary page, which will show you your progress. If all required fields in a particular section are entered, that section will display as green and 100% (as seen below). If a section displays that it is less than 100% complete, you can click on the link for that section to enter any missing data.

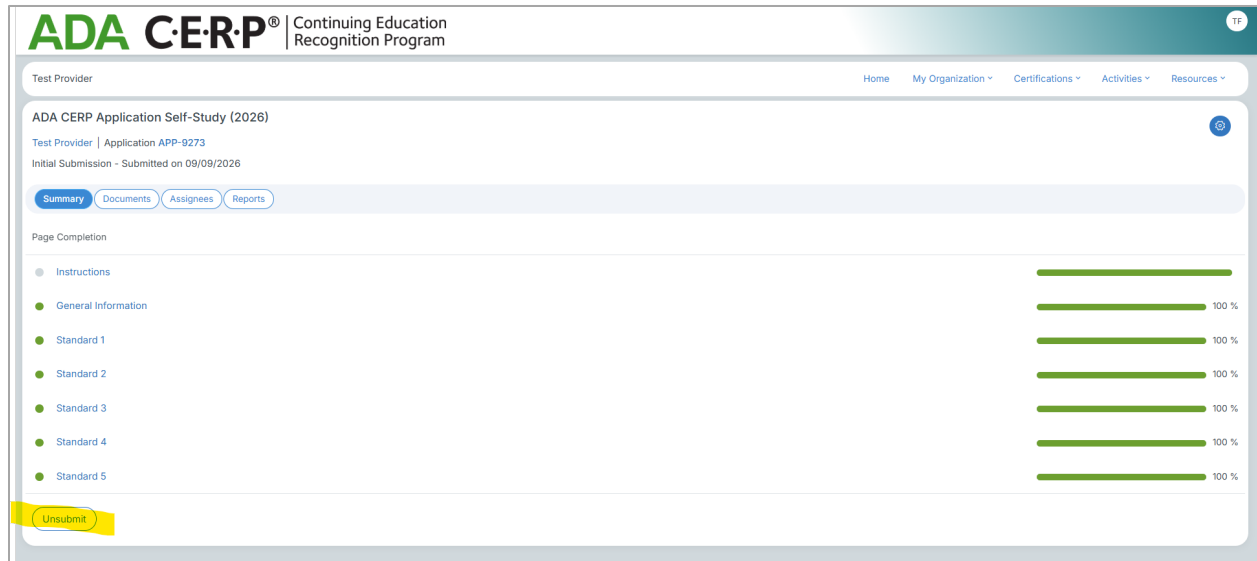
Once all sections show 100%, click on the “Submit” button to complete the self-study.

The screenshot shows the 'ADA CERP Application Self-Study (2026)' page. The header includes the ADA CERP logo and 'Continuing Education Recognition Program'. The page title is 'ADA CERP Application Self-Study (2026)'. Below the title, it says 'Test Provider | Application APP-9273' and 'Initial Submission - Completed (Sep 4th, 2026 - Jan 15th, 2027)'. There are four tabs: 'Summary', 'Documents', 'Assignees', and 'Reports'. The 'Summary' tab is active. Under 'Page Completion', there is a list of sections: 'Instructions', 'General Information', 'Standard 1', 'Standard 2', 'Standard 3', 'Standard 4', and 'Standard 5'. Each section has a green progress bar that is 100% full. At the bottom left, there is a yellow 'Submit' button.

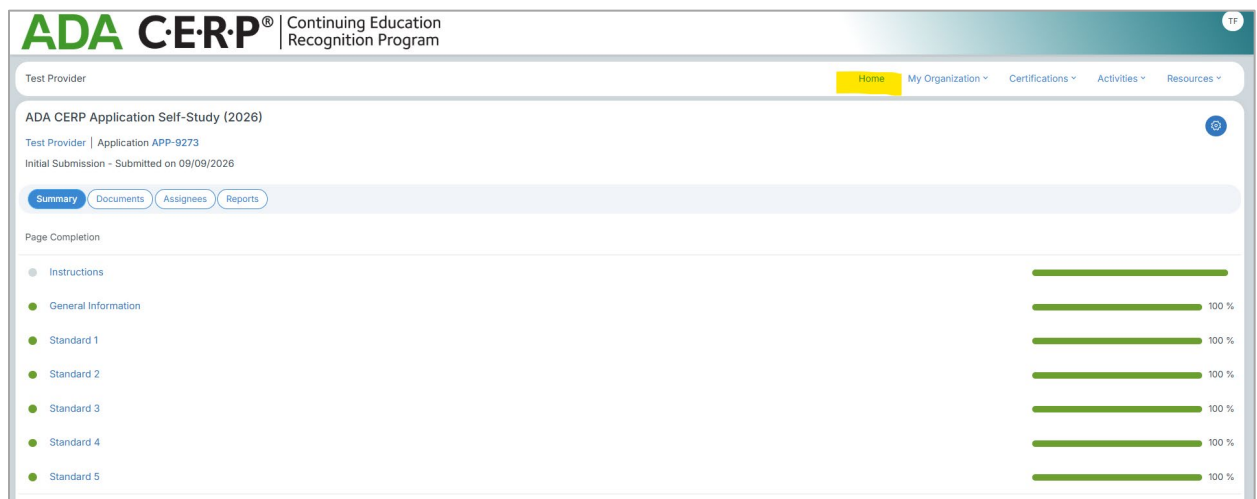
Check the box labeled “Complete Submission,” then click “Submit.”

The screenshot shows the same 'ADA CERP Application Self-Study (2026)' page, but with a 'Submit Response' modal open. The modal has a title bar with a close button. Inside the modal, it says 'ADA CERP Application Self-Study (2026)' and 'Page Completion'. Below this, there is a list of sections: 'Instructions', 'General Information', 'Standard 1', 'Standard 2', 'Standard 3', 'Standard 4', and 'Standard 5'. Each section has a green progress bar that is 100% full. At the bottom of the modal, there is a text box that says 'Please confirm that you would like to continue with submission.' Below this text box is a checkbox labeled 'Confirm Submission'. At the bottom right of the modal, there are two buttons: 'Submit' and 'Cancel'.

Your self-study is now complete and has been submitted. If you accidentally clicked the “Submit” button, you can click on the “Unsubmit” button so you can go back into the self-study to make edits.



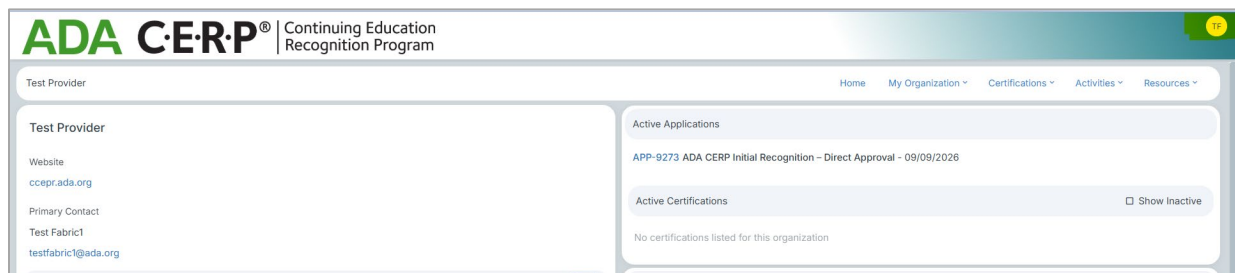
If there are no further edits needed, click on the “Home” link highlighted below to return to your organization’s home page. Your application has been submitted for CERP staff review.



Since your self-study is now complete, the “Items for Attention” section (which was near the top right of the page) will no longer display.

Logging Out

You can log out of the portal by clicking on the user initials, highlighted in the upper right-hand corner.



Click on the “Logout” link to log out of the portal.

The screenshot displays the ADA CERP portal interface. At the top left is the ADA CERP logo and the text "Continuing Education Recognition Program". A navigation bar at the top right includes links for Home, My Organization, Certifications, and Activities, along with a user profile dropdown for "Test Fabric1" (testfabric1@ada.org) containing links for Edit My Profile, Change My Persona, and a highlighted Logout button. The main content area is divided into two columns. The left column, titled "Test Provider", shows details for "Test Fabric1" including a website (ccepr.ada.org), primary contact email (testfabric1@ada.org), and contact information sections for PHONES, EMAILS, and ADDRESSES (401 N. Michigan Ave., Chicago, IL 60601). The right column contains three sections: "Active Applications" (listing APP-9273), "Active Certifications" (showing no certifications), and "Upcoming & Overdue Activities" (showing no items).

We will continue to add to these instructions as more features of the CERPOnline portal roll out. We will also schedule some live demonstrations to help providers navigate the submission process.

In the meantime, feel free to contact CERP staff with any questions about the process at cerp@ada.org or 312-440-2869.