



PSI CE Online Frequently Asked Questions

Licensee Questions

How do I find approved providers?

Before you log in, you can select “Find Provider”.

A screenshot of the "Provider Search" section of the PSI CE Online website. It features a light gray background with a white border. At the top left, the text "Provider Search" is displayed in a blue font. Below it, a smaller gray box contains the instruction: "To find a provider by name, location, or offering type, click 'Find Provider.'" On the right side of this box, there is an orange button with the text "Find Provider" in white.

There are many different fields you can search by.

A screenshot of the "Search Criteria" form on the PSI CE Online website. The form is set against a light gray background with a white border. It contains several input fields and dropdown menus. On the left, there are two rows of text labels followed by input boxes: "Keywords:" and "Organization ID:". In the middle, there are three rows of text labels followed by input boxes: "City:", "County:", and "Zip Code:". On the right, there are four rows of text labels followed by dropdown menus: "Provider Type:", "Distance Learning:", "Webinar:", and "Correspondence:". At the bottom right of the form, there are two buttons: an orange "Search" button and a gray "Clear" button.

Once you identify the provider you would like to work with, you will need to contact the provider via their website or by calling the provider direct.

How do I find course offerings?

You will need to contact the provider direct to get a list of their course offerings.

What's my User ID the first time I log in?

Your initial user id is "L" plus your License Reference Number. This will remain as your User ID on-going. If you need assistance please contact PSI at ce@psionline.com or 1-877-526-6833.

What's my Password the first time I log in?

Your initial password is "L" plus your License Reference Number plus the last 4 digits of your SSN (ex: L00100019999).

It is recommended that after logging in, you click on “My Account” to add an email address and change your password. By adding an email address after you log in, you will be able to log in using your email address in the future.

If you are also a provider, you must use a different email address for that account. If you do not have 2 different email addresses, please contact PSI at ce@psionline.com or 1-877-526-6833.




When I log in, I don't see any courses completed.

Core Courses				0 Units Completed	0 Units Added	4 Units Required
Course Name / Reference Number	Completion Date	Credits	Next Step			

Ethics Courses				0 Units Completed	0 Units Added	2 Units Required
Course Name / Reference Number	Completion Date	Credits	Next Step			

This means that either you haven't taken any courses or your provider has not uploaded your credits yet. Please contact your provider.

Why did the blue header turn to green.

Ethics Courses				9.5 Units Completed	9.5 Units Added	2 Units Required
Course Name / Reference Number	Completion Date	Credits	Next Step			
PSI-NJREC Course C20160903 C20160903	8/3/2011	3	Granted 			
PSI-NJREC Course C20160906 C20160906	8/6/2011	3.50	Granted 			
PSI-NJREC Course C20160909 C20160909	8/9/2011	3	Granted 			

This indicates that you have completed the required number of credits in that category.

How do I print the transcript?

Select "Overview" at the bottom right on the page.

Where can I find answers to CE questions, such as, how many are required for a cycle?

Select "FAQ" at the left bottom of the page. Or go to the Departments website at http://www.state.nj.us/dobi/division_rec/licensing/continuingeducation/faqs.htm.