

## Self-Reporting Lifelong Learning Hours

1. Visit [learning.nazarene.org](http://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:

1. Enter an event code

- i. Event codes for district sponsored can be found on the district website ([www.nwilnaz.org](http://www.nwilnaz.org)) under Ministers→MINISTERIAL

DEVELOPMENT→Lifelong Learning (LLH)

- ii. Event codes will fill 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 your 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

2. 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, but will not show all of your previously submitted lifelong learning activity. Those records are still logged at Global Ministry Center. If you would like a copy of your records at any time, those can be obtained from the District Lifelong Learning Coordinator.

7. If you have any questions or issues logging your lifelong learning hours, please contact Cali Lindenfesler at [clindenfesler@pfn.church](mailto:clindenfesler@pfn.church)