

Instructions for Accessing Your CEU Record on the ChurchSearch Website:

1. Go to the Holston church search website to log in. <http://churchsearch.holston.org> You will need your user ID and password to do this. If you do not remember your password, just click on “retrieve it here”, and your password, as well as your User ID, will be e-mailed to you at your primary email address.

2. Now you can scroll down to your CEU reports, current and quadrennium. Click on the one for the last appointment year to open and print it. This is the report you will need to submit with your charge conference reports.

3. Please check the information in your CEU report and make sure it is complete. Before your charge conference, print it out and attach it to your charge conference form. Also be sure to download the second part of the charge conference form and print it out, complete it, and attach it to the CEU report. The Part II form includes your continuing ed plans for the following appointment year, budget, etc. If information about events you attended during the previous appointment year (July through June) does not appear in the report, you will find a link at the bottom to submit the info online. When you submit CEU information by the 20th of the month, it will be available in the online report by the 5th of the following month.

Note: Please write down your User ID and password and keep it somewhere so you can find it next year! If your email address changes, please notify your district so your information can be updated.