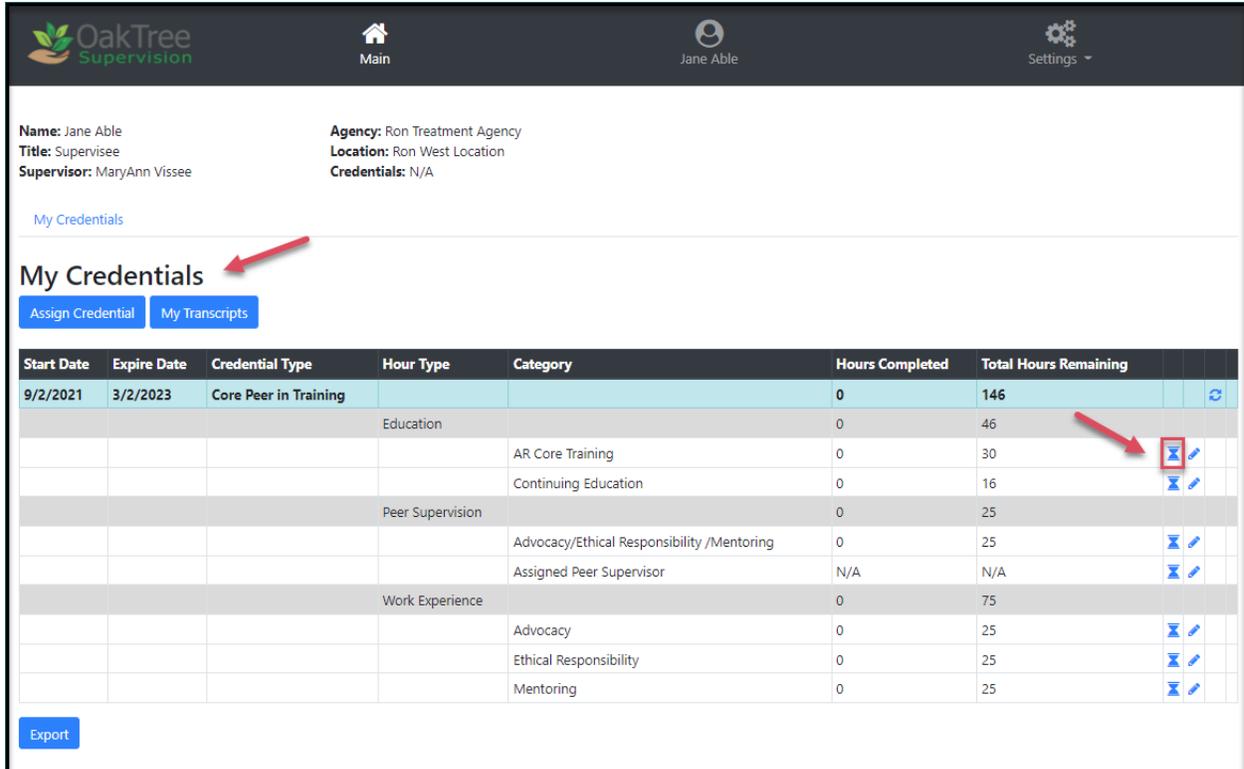


# Applying Hours from MyCredentials

As a user of OakTree Supervision, you can apply your hours to your credentials for review by your supervisor. The following steps show how to apply those hours.

Upon signing into OakTree Supervision you will be taken to MyCredentials.

**Step 1** – Apply your hours by clicking the hourglass  icon.



**Name:** Jane Able  
**Title:** Supervisee  
**Supervisor:** MaryAnn Vissee

**Agency:** Ron Treatment Agency  
**Location:** Ron West Location  
**Credentials:** N/A

[My Credentials](#)

## My Credentials

[Assign Credential](#) [My Transcripts](#)

Start Date	Expire Date	Credential Type	Hour Type	Category	Hours Completed	Total Hours Remaining		
9/2/2021	3/2/2023	Core Peer in Training			0	146		
			Education		0	46		
				AR Core Training	0	30		
				Continuing Education	0	16		
			Peer Supervision		0	25		
				Advocacy/Ethical Responsibility /Mentoring	0	25		
				Assigned Peer Supervisor	N/A	N/A		
			Work Experience		0	75		
				Advocacy	0	25		
				Ethical Responsibility	0	25		
				Mentoring	0	25		

[Export](#)

# Applying Hours from MyCredentials

## Step 2 – Apply Hours

1. Your selection is automatically added
2. Enter in a beginning and ending dates
3. Enter the number of hours completed
4. Select Activity Type
5. Type in a description of the training
6. Choose Direct or Indirect
7. Upload Verification Document (I.E. Certificate of completed hours)
8. Approval Status is automatically set to Pending Supervisor Review
9. When done click the [Save and Exit] button

The screenshot shows a web form titled "Apply Hours" with a close button (X) in the top right corner. The form contains the following fields and controls:

- A dropdown menu at the top with the text "-Please Select-" and a blue "Add" button to its right.
- A text input field containing "CorePIT, Education, AR Core Training" with a red callout "1" pointing to it.
- An "Activity Date(s)" field with two date pickers: the first contains "08/23/2021" and the second contains "08/26/2021", with a red callout "2" pointing to the "to" text between them.
- An "Hours" input field containing the number "10" with a red callout "3" pointing to it.
- An "Activity Type" dropdown menu containing "Conference Workshop" with a red callout "4" pointing to it.
- A "Description" text area containing "Attended Conference workshop on Core Peer in Training." with a red callout "5" pointing to it.
- Radio buttons for "Direct" (selected) and "Indirect" with a red callout "6" pointing to the "Direct" option.
- An "Upload Verification Document" section with a "Choose File" button and the text "No file chosen" with a red callout "7" pointing to it.
- An "Approval Status" dropdown menu containing "Pending Supervisor Review" with a red callout "8" pointing to it.
- A red callout "9" pointing to the "Save and Exit" button at the bottom right of the form.
- At the bottom of the form are two buttons: a red "Cancel" button and a blue "Save and Exit" button.

# Applying Hours from MyCredentials

The Hour Completed column will continue to reflect no change until the category has been reviewed by your supervisor.

Screenshot before your hours have been reviewed by a supervisor

**My Credentials**

Assign Credential My Transcripts

Start Date	Expire Date	Credential Type	Hour Type	Category	Hours Completed	Total Hours Remaining			
9/2/2021	3/2/2023	Core Peer in Training			0	146			↻
			Education		0	46			
				AR Core Training	0	30			⌚ ✎
				Continuing Education	0	16			⌚ ✎
			Peer Supervision		0	25			
				Advocacy/Ethical Responsibility /Mentoring	0	25			⌚ ✎
				Assigned Peer Supervisor	N/A	N/A			⌚ ✎
			Work Experience		0	75			
				Advocacy	0	25			⌚ ✎
				Ethical Responsibility	0	25			⌚ ✎
				Mentoring	0	25			⌚ ✎

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**Step 3** – Click the [My Transcripts] button to view and/or edit your request for apply hours

**My Credentials**

Assign Credential My Transcripts

Start Date	Expire Date	Credential Type	Hour Type	Category	Hours Completed	Total Hours Remaining			
9/2/2021	3/2/2023	Core Peer in Training			0	146			↻
			Education		0	46			
				AR Core Training	0	30			⌚ ✎
				Continuing Education	0	16			⌚ ✎

# Applying Hours from MyCredentials

Step 4 – If you need to make a change to your applied hours click the pencil  icon

## My Transcripts

[Assign Credential](#) [Apply Hours](#)

Supervisee	Activity Date	Credential Acronym	Hour Type	Category	Activity Type	Supervisor Reviewed	Hours Applied	Status	
Jane Able	8/23/2021	CorePIT	Education	AR Core Training	Conference Workshop		10	Pending Supervisor Review	

[Export](#)

Make changes to the Activity Date(s), Hours, Activity Type, Description, Direct/Indirect radio buttons and Upload Verification Document then [Save and Exit].

### Apply Hours

-Please Select- [Add](#)

CorePIT, Education, AR Core Training ✕

Activity Date(s) 08/23/2021 to 08/26/2021

Hours 10

Activity Type Conference Workshop

Description Attended Conference workshop on Core Peer in Training.

Direct  Indirect

Upload Verification Document Choose File No file chosen

Approval Status Pending Supervisor Review

[Cancel](#) [Save and Exit](#)

For additional questions, contact AccuCare Support at 800-324-7966 or email [support@orionhealthcare.com](mailto:support@orionhealthcare.com) and we will be happy to assist you!