VIRGINIA DEFENDERS
INDIGENT DEFENSE COMMISSION

VIDC Attorney Certification System (ACeS)

Saving / Submitting Courses for Re-Certification

How to Save and Submit Course Hours

1. Log into your account at https://aces.virginiainteractive.org/login/
2. On the top menu bar, click "**Recertify**".
3. Complete the requested course information.
4. **Save v Submit**: At this point, you have two options:

   a. <mark>SAVE</mark> **the Course for Later**:
   Use this option if you are not nearing your expiration date and are simply logging a course for use towards your next re-certification at a later date. Select the "**Save**" button after each course entered.

      i. *How to Submit Saved Courses*
      Once you are ready to submit your saved courses for re-certification, you will need to go through each saved course and select the "**Change Submission Status**" option. The selected course information will then appear at the top of the page. Click the "**submit**" button.

   b. <mark>SUBMIT</mark> **Courses for Re-certfication**:
   Use this option if you have obtained the total number of course hours required, your expiration date is near and you are ready to re-certify. Select the "**Submit**" button after each course entered.

      i. The required course hours needed to re-certify for each case type are listed at https://www.vadefenders.org/recertification/