



CONTINUING PROFESSIONAL EDUCATION ATTENDANCE VERIFICATION WORKSHEET

Please record the session codes on this sheet.
You will need the codes to receive your CPE certificate on your profile in our system.

Do **NOT** submit this form to NASACT. This is for your records only.

Webinar Name: _____ **Date:** _____

Attendance Verification Code #1: _____

Attendance Verification Code #2: _____

Attendance Verification Code #3: _____

Attendance Verification Code #4: _____

Attendance Verification Code #5: _____

Attendance Verification Code #6: _____

Directions to obtain your CPE certificate

1. Record the attendance verification codes provided during the webinar on this sheet.
2. Log in to NASACT's website at www.nasact.org. If you do not have a profile, call our office at (859) 276-1147.
3. Under Your Account → Bookmarks, click "CPE Attendance Verification." → click "View All Available Quizzes"
4. Click "Take Exam Now" beside the event name.
5. Enter the codes as recorded above. Upon successful completion, your CPE form will be in your member profile under Bookmarks → CPE Certificates. *You may re-take the exam if needed.*
6. Click "Print Certificate" if you need a hard copy or print to PDF for your records. The certificate will open in the browser window. Right-click to save or print. The certificate will also remain on your profile for future access.

Note: The attendance verification will be available for fourteen (14) calendar days from the date of the webinar. Please be sure to complete the verification and receive your CPE certificate prior to this time.