Webinar Attendance Verification and CPE Certificate Retrieval Process

1. Download the attendance verification worksheet HERE. All attendees will use this sheet for recording six randomly generated codes that will be announced at various times during the webinar. The codes will <u>not</u> be part of the presentation but shown randomly on the screen. (Polling questions will NOT be utilized as attendance verification, therefore it is not required to answer any polling questions.)

2. The attendance verification worksheet will be for the participants' use only. DO NOT SUBMIT THESE SHEETS TO NASACT.

3. At the end of the webinar, ALL attendees will log into the NASACT website to verify attendance and receive a CPE certificate. If you do not have an account on our website, call (859) 276-1147 to create one.

    a. Go Bookmarks → CPE Attendance Verification → View All Available Quizzes → Take Exam Now (beside the appropriate session.)

b. Enter the codes as recorded on your attendance verification worksheet:

c. Once correct codes are entered, hit "Submit Answers." The system will advise if the correct codes have been entered and that the certificate is under your member record, or that incorrect codes have been entered and you need to try again:

4. To find your CPE certificate, go to Your Account → Bookmarks → CPE Certificates → Print Certificate:

5. The certificate will come up in a browser. You can right click to print a hard copy or print to PDF to save an electronic version.

   a. The certificate will also remain under your member record for retrieval as needed.

This process will be applicable for all participants of the webinar, whether you attend as part of a group or as an individual (sign-in sheets are no longer needed.) If you are participating as part of a group and do not have a profile, please call our office at (859) 276-1147.

The verification will be available for seven (7) calendar days after the webinar is held, then will fall off of the "available quizzes" list after that time. Please be sure to complete this process within seven days.