

## PROCEDURES FOR OBTAINING CONTINUING EDUCATION CREDITS

Each CE-eligible program is identified by a letter/number code (i.e., TH-1, FR-3, SA-5, SU-2) indicating the day of the presentation and its order in that day's schedule. This code will match the program's listing in the Conference Program Book, the Learning Objectives List, and Continuing Education (CE) Log; the CE Log will become your official record of attendance at CE programs according to the process described below.

1. Request a CE Packet when registering at the Spring Meeting hotel if you plan to earn continuing education credits.
2. The CE Packet will include:
  - a) Certificate of Attendance and Instructions for Obtaining Continuing Education Credits
  - b) 2010 Division 39 Continuing Education Log, which lists all CE-eligible programs,
  - c) 10 Evaluation Forms. You may request additional Evaluation Forms at the Registration Desk. Please return any extras that you do not use.
3. As a CE-eligible program ends, complete an Evaluation Form, referencing the learning objectives read aloud during the program's introduction and/or your personally printed copy of the Learning Objectives List to assess the degree to which stated objectives were met. Make sure to write in the name and letter/number code for the program and to sign affirming that you attended the program in full.
4. Immediately as you exit the program room, obtain a validation sticker from the CE volunteer and affix it to your Evaluation Form. Validation stickers for any given program will not be distributed once the next program session begins. CE credits will only be awarded for programs for which participants submit a signed and completed Evaluation Form with a validation sticker.
5. Keep all your Evaluation Forms with your CE Log until the end of your participation in the Spring Meeting.
6. On your CE Log, initial the blank beside each program you attend and evaluate.
7. Submit your completed CE Log with Evaluation Forms to the Registration Desk. Provide your full name, address, phone number, degree, and profession, legibly written please, on all materials.
8. Your CE Log will be verified and your Certificate of Attendance will be signed/stamped by Division 39. The signed/stamped Certificate and CE Log will be returned to you by mail unless time permits immediate validation and processing.