<u>How to Obtain CE Units from the Citizen CPR Foundation Virtual Summit 2020:</u>

1. Use the Agenda to select the sessions you would like to obtain CEUs from
   a. Click on the Schedule tab
   b. Select the Agenda page
   c. Click the blue + next to the sessions you plan to attend/watch, they will be added to your My Agenda

2. When it is time for the session to start, click Join Session. If you are watching on-demand, click Play.

3. After watching the session, scroll to the bottom of the page to Survey Links
   a. Click TAKE POST TEST

4. Upon competition of the POST TEST, your information will be logged in our system; repeat this process for each session for which you want to receive CE credit.

5. **IMPORTANT NEXT STEP:** Once your first POST TEST is submitted, you will receive a link to use when you are ready to FINALIZE your submissions. (You may submit multiple POST TESTS – one per session - for up to 45 days post event). Certificates will NOT be issued until you FINALIZE your submission using the provided link.

6. Certificates will be issued within 1 week of when they are FINALIZED (see #5).
   a. If you would like to receive your credits by the end of 2020, please complete the Post Test by Wednesday, December 23.

Any questions or concerns:
- contact Eileen Bates at: *eileen.bates@healthcareeducation.org*
- Chat with a CE Specialist by clicking here (link to CE Specialist profile)
- Call 951.782.8200 to chat with a specialist

Visit - http://www.healthcareeducation.org