Instructions for Obtaining Your CE Certificate

To earn CEs and receive a CE certificate, attendees must submit a Session Feedback Survey found in the Conference app for each eligible session. Please ensure all surveys are submitted and the certificate downloaded by **Friday, December 20, 2024, at 11:59 pm (ET).**

How do I find CE-eligible Education Sessions?

CE-Eligible sessions are indicated by an * at the beginning of the session title. CE-Eligibility is also noted in the Agenda Details screen for each CE-Eligible session. Attendees can also use the filter by "Event Type" at the top of the screen for search for 'CE-Eligible' sessions.
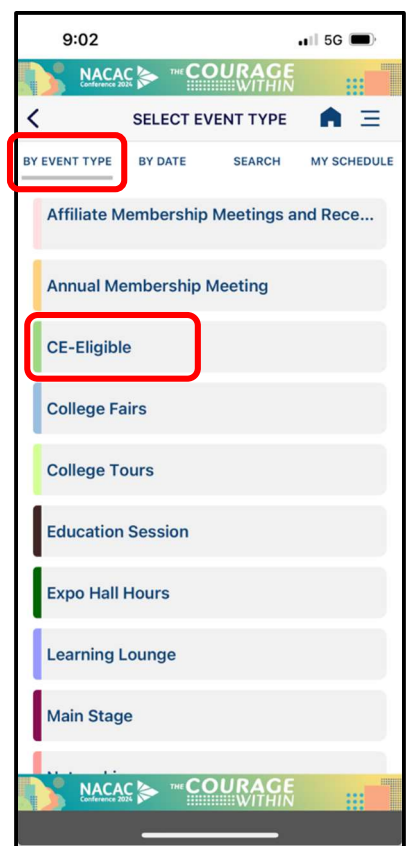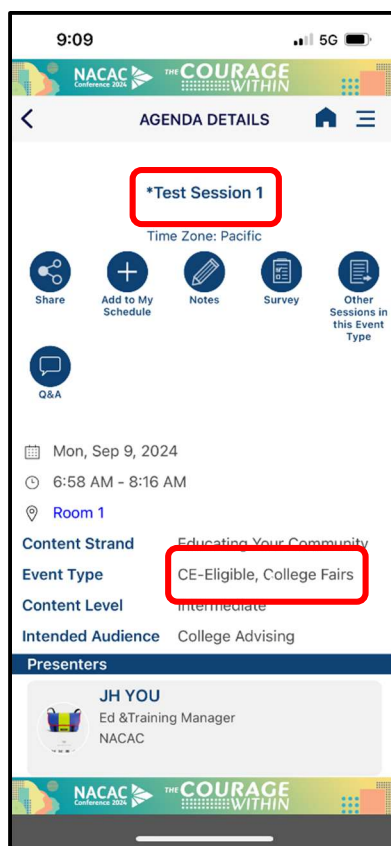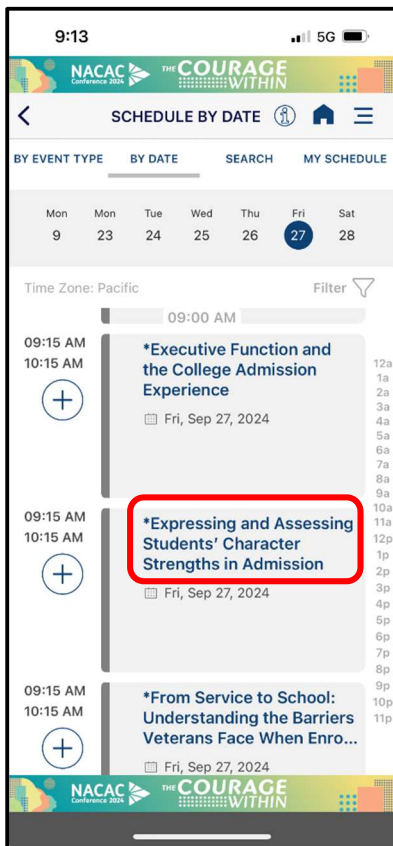
When will Session Feedback Surveys be available for submission?

Session Feedback Surveys will be available in the app, under each CE-Eligible education session's Agenda Details page, as soon as the session is complete. We highly recommend that you complete the survey soon after the end of the session. However, if you choose, you can submit surveys after Conference has ended. Please note that access to the app will expire on **Friday, December 20, 2024, at 11:59 pm (ET)**. Please ensure all surveys are submitted and your certificate has been downloaded before then.
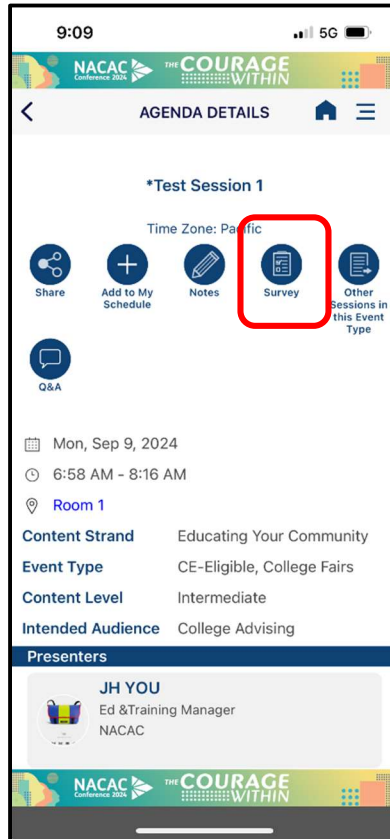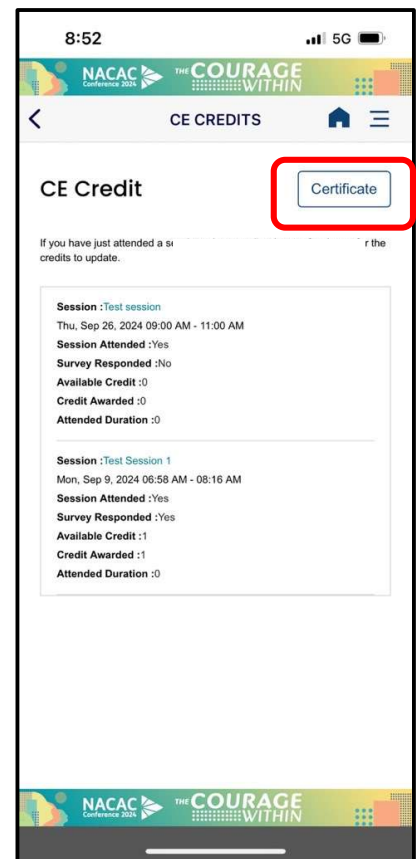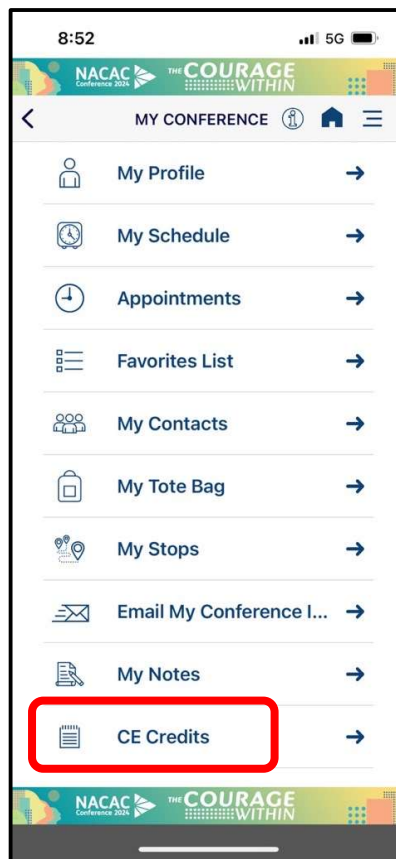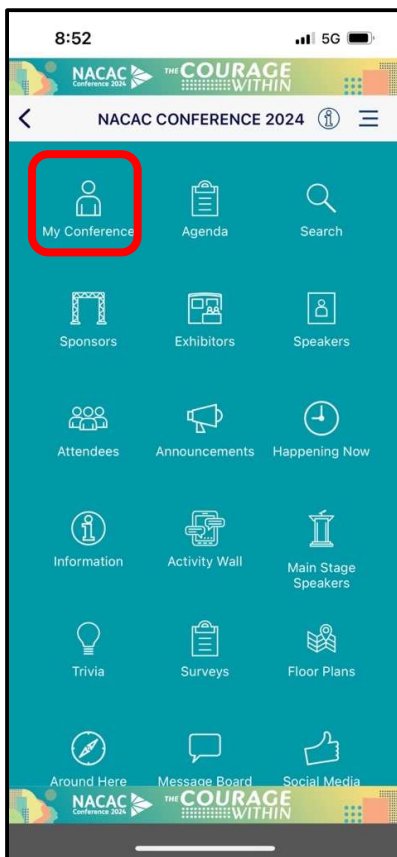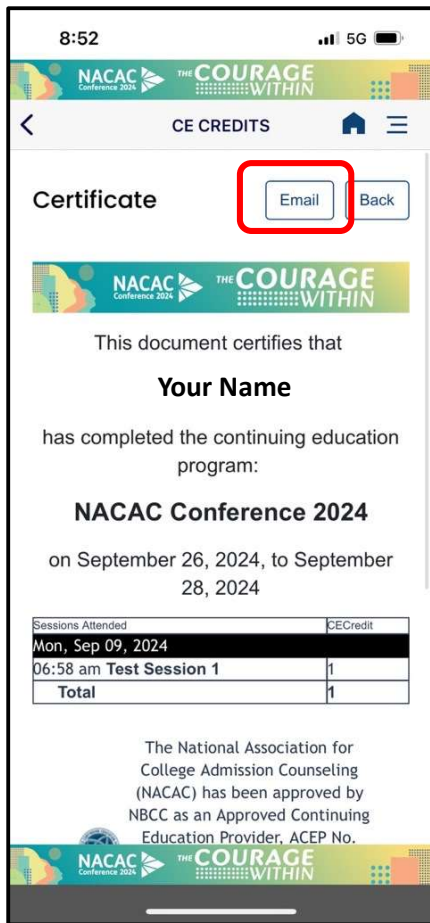
How will I find/receive my CE Certificate?

CE Certificates can be found and emailed to any email address through the Conference app:

1. Through the main dashboard, click on '**My Conference**"
2. Click on '**CE Credits**' - You will see a list of the CEs you have earned.
3. Click on '**Certificate**' in the upper right corner – your certificate will display.
4. Click on '**Email**' to send the certificate to your email. You will receive a pdf version of the certificate. **Please make sure to save a copy.** You can also change the default email address listed.

The certificate email (see sample) will be sent from NACACEvents@bravuratechnology.com. The email may take up to 10-15 minutes to be received.

SAMPLE EMAIL

Certificate of attendance/CE credits for NACAC Conference 2024

NE NACAC Events <NACACEvents@bravuratechnology.com>
To Jeong Hyun You

Download_Certificate_fb2ed51b-1d99-4ea9-b263-502594953be1.pdf
161 KB

Dear Your Name,

Thank you for participating in NACAC Conference 2024!

Your CE Certificate is attached. You can also click on the link below to download the certificate.

Certificate of attendance/CE credits

Please note that access to the certificate system will expire on **Friday, December 20, 2024, at 11:59pm (ET).**

Please save a copy for your records.

If you have any questions or concerns, please contact NACAC's Education & Training team.

Sincerely,

NACAC's Education & Training team

Can I receive an updated certificate if I submit additional surveys after I receive my original certificate?

The app will update your total number of CEs as you submit additional surveys. Please repeat the above instructions to receive an updated certificate.

What if I attended a CE-Eligible education session, but never submitted a Session Feedback Survey?

Unfortunately, we will not be able to retroactively send a certificate to you if you do not complete and submit the Session Feedback Surveys for eligible sessions. Please ensure that you submit your surveys and download your CE Certificate by **Friday, December 20, 2024 @ 11:59 pm (ET).**

If you have any additional questions regarding procedures to obtain your CE certificate, please contact NACAC's Education & Training team.

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