

INSTRUCTIONS TO COMPLETE AN EMDRIA ONDEMAND PROGRAM



CE INFORMATION:

ALL EMDRIA ONDEMAND PROGRAMS OFFER EMDRIA AND NBCC CREDITS ONLY.

STEPS:

1. In order to complete your registration you **MUST select the "I CONFIRM..." button** located on the bottom of the EMDRIA OnDemand page that loads **AFTER** the payment page. If you do not select the confirmation button - your registration fee will not go through our system and your funds will sit as "pending". Once you have successfully registered for the program, you will receive **two** automated emails, one with your confirmation receipt and one with your login information.
 - a. If you do not receive an email in your inbox, please check your junk and spam folders.
 - b. If you still have not received them, please contact support@icohere.com. They will resend the information to you.
2. Log into the site using the login information that you received via email. You will be prompted to create a new password. Please keep this password in a safe place for your records.
3. To access the course, click the course title in the classroom.
4. Each video in the program must be viewed in its entirety to obtain CEs. You may complete one video and come back at another time to complete the next video.
5. The assessment is displayed **AFTER** you have successfully viewed all videos for the program. *Larger programs may have assessment components after each video.*
6. You will be prompted to take the quiz and evaluation of the program. You have three chances to pass the quiz in order to obtain your Certificate of Completion.
7. Once you have viewed the content, successfully taken the quiz and completed the evaluation, you will receive a certificate of completion with CE information via email from iCoHere.
 - a. If you have successfully completed every step and do not receive the certificate of completion in your inbox, please check your junk and spam folders.
 - b. If you still have not received an email with your certificate of completion, please contact support@icohere.com. They will resend the certificate to you.

If you have further questions or need additional help, please contact Bergen Rawson, Administrative Specialist of Business Systems, at brawson@emdria.org. Please allow 1-2 business days for assistance.



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