

INSTRUCTIONS FOR OBTAINING CE CREDIT

To Complete the Activity Evaluations and Print Your CE Certificate

- Sign in on the NMNPC website to go to your profile page.
- In the left margin, you'll see a list of your Groups.
- Under the heading CE Awarding, choose the **2019 Spring Conference** group and click on the link to complete the evaluation.
- Once you've completed and submitted your evaluation, you'll get a link to your CE certificate. Click on that link to view and print your certificate.
- If you navigate away from the last part of the evaluation without printing your certificate (or if you lose it and need to reprint at any time in the future), you can access your certificate at any time using the procedure below.

To View and Print Your CE Certificate Later

- Sign in to your profile on the NMNPC website.
- Click on the **Manage Profile** link on the top of the page.
- Click on the **Professional Development** icon:



Professional Development

View current entries and professional development journal.

- This brings up your **Professional Development** page. Click on the **Certifications/Programs** tab to get to the correct area where you can print your CE verification by clicking on the certificate icon (paper-ribbon-pencil icon - see the 2018 example below).
- **Be sure you click on the *Certifications/Programs* tab or you won't see the icon because you're on the wrong tab.** Use the link on the window that opens to view and print your certificate.



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Professional Development: Sample Sample


Enter search criteria...



Certifications/Programs

Journal Entries



Name	Status	Credit Type	Min Required	Max Allowed	Earned	Credits Expiring
 2018 Annual Conference	Complete	Contact Hour	22.5	NA	22.5	