

# INSTRUCTIONS FOR OBTAINING CE CREDIT

## To Complete the Activity Evaluations & Get CE Credits

- Sign into your account on the NMNPC website [www.nmnpc.org](http://www.nmnpc.org).
- Click on **Manage Profile** (top right)
- On the **Manage Profile** page scroll down to **Community**, then click on **Groups**
- Choose the CE awarding group for each day of the **2020 Spring Conference** group and click on the link to complete each evaluation. If you attended a workshop, click on the workshop name to complete the evaluation.
- Once you've completed the evaluation(s) for each day you attended, you can complete the general evaluation for the full conference.
- When you've completed the general evaluation, you'll receive a link giving you access to the verification of your CE credits.
- 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 Verification 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 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 CE verification.

	Certifications/Programs	Journal Entries				
Name	Status	Credit Type	Min Required	Max Allowed	Earned	Credits Expiring
 2020 ACT Advocate	Complete	Contact Hour	3	NA	3	
 2020 EKG WORKSHOP	Complete	Contact Hour	3	NA	3	
 2020 Virtual Conference	Complete	Contact Hour	31.5	NA	31.5	
 2020 XRay Interpretation WORKSHOP	Complete	Contact Hour	3	NA	3	