



## 2023 MISSISSIPPI CONFERENCE FOR ADDICTION PROFESSIONALS CONTINUING EDUCATION PARTICIPANT INSTRUCTIONS

**\*\*\* PLEASE THOROUGHLY READ THESE IMPORTANT INSTRUCTIONS \*\*\***

### After checking in at the conference:

- Visit the Continuing Education Services Table **BEFORE** attending any workshops to complete your sign-up process.
- Find your name on the list and confirm your email address.
- Initial next to your name to confirm your desire to receive CEs.
- Circle the certification(s) for which you would like to receive a certificate/credit.
- Visit [www.continuingedservices.com](http://www.continuingedservices.com) to create your Continuing Education Services (CES) account.\*

*NOTE: \*This is how you will access your certificate(s) following the conference. If you have ever downloaded your certificate online at [www.continuingedservices.com](http://www.continuingedservices.com) before, you should already have an account and will just need to log in with your email address and password. If you require assistance, please visit the Continuing Education Services table while at the conference or email [info@continuingedservices.com](mailto:info@continuingedservices.com) or call 601-874-0100.*

### Entering each workshop:

- It is your responsibility to ensure the moderator scans your badge as you **ENTER** the workshop.
- Entrance into any workshop more than 15 minutes after it starts will prevent you from earning any credits offered for that workshop through Continuing Education Services. There are no exceptions to this rule.

### During each workshop:

- Please direct any questions regarding continuing education credits to the MODERATOR. If the MODERATOR is unable to assist you, please visit the CE Registration Table for follow-up.
- If you **must** exit the workshop at any time during the presentation, please make sure that the moderator scans your badge when you **EXIT AND REENTER**. Failure to do so will result in your ineligibility to earn any credits offered for that workshop through Continuing Education Services. **There are no exceptions to this rule.**
- It is your *full* responsibility to ensure that your badge has been properly scanned or you receive an evaluation (only if paper evaluations are being utilized for the conference) before exiting the workshop. Our moderators have other responsibilities and **CANNOT** wait for you to engage with the speaker and/or other participants before exiting the workshop. Please make sure you have completed the CE process before approaching the speaker. Failure to do so could forfeit your eligibility to earn credits for attending that workshop.

### After each workshop:

**It is your responsibility to ensure the MODERATOR scans your badge as you EXIT the workshop.** Failure to do so will result in your ineligibility to earn any credits offered for that workshop through Continuing Education Services. There are no exceptions to this rule.

*NOTE: Please have your badge scanned before engaging with the presenter or other participants, if you so desire. MODERATORS have additional responsibilities and need to excuse themselves following a workshop as soon as possible.*

### **After attending your workshop(s) each day or at your leisure:**

- Complete an online evaluation for each workshop that you attended that day by going to [continuingedservices.com](https://continuingedservices.com). Evaluations are posted as the workshops conclude and will remain available until **Friday, May 12, 2023**.
- Complete an online conference overall evaluation at [continuingedservices.com](https://continuingedservices.com) by Friday, May 12, 2023.

### **After the conference:**

- You will receive an email notifying you that your certificate(s) is ready to be downloaded no later than **Friday, May 26, 2023**. This email will come from [info@continuingedservices.com](mailto:info@continuingedservices.com). Please save this email address in your trusted contacts to prevent our emails from going to your SPAM or JUNKMAIL box. We will do everything reasonably possible to ensure that you receive your certificate(s). **However, you are fully responsible for your own continuing education credits and follow-up.** Please DO NOT have anyone else contact us regarding your evaluations and certificates on your behalf. We will not share your information.
- When it is time to download your certificate, you will need to visit [continuingedservices.com](https://continuingedservices.com) and log into your CES account by entering the correct email and password used to set it up.
- If you have additional questions or need assistance, please contact Continuing Education Services at [info@continuingedservices.com](mailto:info@continuingedservices.com) or 601-874-0100.
- Your certificates will remain available to you on the Continuing Education Services website for a period of 6 months (**October 28, 2023**) after the conference has completed. If you contact CES any time after that 6-month period to retrieve your certificate(s), you will be assessed a \$25 research fee per certificate that you request.

*Thank You!*