

**32nd NCABA Annual Conference
Instructions to Obtain CEs**

BEFORE Conference

Register for event and indicate the type of CEs you wish to receive for your attendance (BACB or NCPA; General Certificate of Hours Attended available to all). Review this entire sheet of instructions thoroughly so you know your responsibilities.

DURING Conference

Record the code words for each session attended below. Note that the words are only available at certain times in the presentation and if you do not receive the code words at these times then you cannot obtain CEs:

Session 1 (8:00 AM Brodhead) 3 CEs – Ethics [NCPA, BACB, General]

Code Word 1: _____ (given during the first 10 minutes of the session)

Code Word 2: _____ (given at the end of the session)

Session 2 (1:00 PM Hughes) 1 CE [NCPA, BACB, General]

Code Word 1: _____ (given during the first 10 minutes of the session)

Code Word 2: _____ (given at the end of the session)

Session 3 (2:15 PM Normand) 1 CE [NCPA, BACB, General]

Code Word 1: _____ (given during the first 10 minutes of the session)

Code Word 2: _____ (given at the end of the session)

Session 4 (3:30 PM Courtney) 1 CE – Supervision [BACB, General]

Code Word 1: _____ (given during the first 10 minutes of the session)

Code Word 2: _____ (given at the end of the session)

Session 5 (4:45 PM Capell) 1 CE – Ethics [NCPA, BACB, General]

Code Word 1: _____ (given during the first 10 minutes of the session)

Code Word 2: _____ (given at the end of the session)

Session 6 (6:30 PM Student Symposium) 1 CE [General]

Code Word 1: _____ (given during the first 10 minutes of the session)

Code Word 2: _____ (given at the end of the session)

IMMEDIATELY AFTER Last Conference Session

Go to www.nc-aba.com/conf-evaluation/ and complete the form following your **final session for the day**. You will need the code words you recorded above and your BCBA/NCPA # to complete the form. You will receive a notification within 15 minutes of your submission for each type of CE you are seeking. If you do not, please email help@nc-aba.com.

To receive Continuing Education Credits (CEs) you **must** accurately complete and submit the Conference Evaluation form at the link above. You will need two code words for each of the sessions you attended in order

to complete this form so be sure to have these ready before beginning. The initial code word will be announced at the beginning of each session following the introduction of the speaker and will be available through the first 10 minutes of the session. The final word will be announced at the end of the session. If you do not receive the code word from NCABA directly then you have not attended enough of that particular session to ethically be able to receive a CE for that session. Please do not ask your fellow conference attendees for the code words or give the code word to your fellow conference attendees. Doing so will result in NCABA being unable to offer CEs for conference attendance in the future. CE credit can only be given to attendees who are present within the first 10 minutes and remain throughout the entire session; however, access to the session is still available for the knowledge that can be gained. No partial credit can be given. If you have difficulty with this form please email help@nc-aba.com. The **help desk will not be able to tell you the correct code words** so if you lose these there will be no way to retrieve them.