

33rd 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 (Feb 24th, 9:00 AM Kolu) 3 CEs – Ethics [NCPA, BACB, General]

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

Code Word 2: _____ (given at mid-session break)

Code Word 3: _____ (given at the end of the session)

Session 2 (Feb 24th, 1:30 PM Pilgrim) 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 (Feb 24th, 2:40 PM Anderson) 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 (Feb 24th, 3:50 PM Kunnavatana) 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 5 (Feb 24th, 5:00 PM Student Symposium) 1 CE [General ONLY]

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

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

Session 6 (Feb 25th, 9:00 AM Gravina) 3 CEs – Supervision [NCPA, BACB, General]

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

Code Word 2: _____ (given at mid-session break)

Code Word 3: _____ (given at the end of the session)

Session 7 (Feb 25th, 1:00 PM LaFrance) 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 8 (Feb 25th, 2:10 PM Alai-Rosales) 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 9 (Feb 25th, 3:20 PM Miguel) 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)

IMMEDIATELY AFTER Last Conference Session

Go to www.nc-aba.com/conf-evaluation/ and complete the form **immediately** following your **final session of the conference**. 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 three code words for the workshops and two code words for each of the other 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. For the two workshops, a second code word will be announced at the break. The final word for all sessions 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 words 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. You can receive CEs for only the sessions you are able to attend; however, no partial credit can be given for any single session. 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.

RECORDED SESSION VIEWING

Sessions will be available for viewing for 30 days after the conference. A link to these sessions will be emailed to all attendees approximately 48 hours after the conference. **Please note that NCPA Approved CEs can only be issued for live (real time) viewing of sessions on February 24th and 25th.** If you are seeking NCPA CEs be sure to submit the code words for any sessions you attend by midnight on February 25th as described above in the “immediately after” section. BACB CEs and General Certificates of Attendance can be obtained for recorded session viewing. If you are seeking BACB CEs or evidence of attendance with a General Certificate of Attendance then you should submit the code words as described in the “immediately after” section above immediately after your final conference session (whether that last session is live or recorded).

FAQs

Q: Can I watch some sessions live and some recorded and still get BACB CEs or a General Certificate that lists my overall hours of attendance?

A: Yes. If you are only seeking BACB CEs or a General Certificate of Attendance, then you will submit at the end of the final session you attend. If you attend all sessions live, then you would submit on February 25th. If you watch some sessions live and some recorded, then you will submit following your viewing of the last recorded session you plan to view for the conference event. Only one submission with the code words for all sessions you attend is needed.

Q: Can I watch some sessions live and some recorded and still get NCPA CEs?

A: You can get NCPA CEs for any sessions you watch live (in real time) by submitting the CE Evaluation Form for those sessions following your final live conference session on Feb 25th. If you are seeking NCPA and BACB CEs, you can watch the recorded sessions and still get BACB CEs for those recorded sessions but you will not get NCPA CE's for viewing recorded sessions.

Q: When should I submit if I want NCPA and BACB CEs?

A: You must submit by midnight on February 25th for NCPA CEs. If you have watched all sessions you plan to view for the conference event in real time, then you will submit for both NCPA and BACB CEs at the same time (by midnight on February 25th). If you watch some sessions live and plan to watch some recorded sessions later, then you will submit for NCPA CEs by midnight on February 25th to secure those CEs. You will then submit for BACB CEs following the final recorded session you plan to view. If you must submit the form twice in this manner, be sure that the second submission for BACB CEs includes ALL the code words for all sessions attended (both live and recorded) so that your certificate will include all hours earned on your BACB CE Certificate.

Q: When I enter my code words the totals at the bottom for each CE type are not correct. What should I do?

A: Contact help@nc-aba.com right way. Please note that the student session will only be added to "Total General CEs" since it does not qualify for BACB or NCPA CEs.

Q: Who should I contact if I have questions about submitting CEs?

A: Email help@nc-aba.com