



## SSWAA Virtual Conference CEU Processes and Procedures

Please read the following important information in its entirety.

### General CEU Information

This program has been submitted for approval by the National Association of Social Workers for **16 Continuing Education Contact Hours**. Details regarding CEU credits are listed on the conference agenda and in the conference app per session listing with each session being available for 1.0 CEUs. Sessions can be watched live during the Virtual Event on June 29<sup>th</sup> & 30<sup>th</sup> OR they can be watched "on-demand" after the live event. Attendees must watch "on-demand" sessions by **August 30<sup>th</sup>** to receive CEU credit. Bonus Sessions are only available "on-demand".

**IMPORTANT:** Each participant should use the same email address for ALL sessions attended to ensure proper tracking and reporting of attendance and CEUs. All participants should use the email address submitted when they registered. All communications about the SSWAA Summer Virtual Conference are sent to the email address associated with registration.

### Conference Event App

Please download the **Conference Event App** now! It features speaker details, handouts, and sponsor and exhibitor information. Evaluations and CEU awards will also be done through the App for the **live event**. SSWAA encourages all participants to use the **FREE** App. The App can be accessed via your mobile device and/or via a computer. After the event, you will be able to download a certificate of participation as well as a listing of the sessions attended. *\*The Conference App user name should be the email address associated with your conference registration.*

### Receiving CEUs for the **Live Event** on June 29<sup>th</sup> and 30<sup>th</sup>

To receive CEU credit for any sessions attended as part of the **live event**, please see these simple steps below:

- Sign in to the Live Event via the link provided
- Sign in to the session you are attending via the Conference App
- Watch the session & move into the Zoom room for Q&A and discussion
- At the end of the session, the SSWAA Board Member Moderator will give you a session code to input into the conference app
- You will need to enter the code ("check in") and complete the evaluation to receive credit
- Upon completion of the check-in & evaluation, your attendance will be validated

- All CEUs for sessions attended **LIVE** will be tracked via the Conference App
- After the **live event** is over, you can print out your CEU report and your certificate for the live event sessions attended by going to the “My CEUs” icon in the App
- **All BONUS Sessions** are available through the “on-demand” system only <see below>

*The CEU certificate and CEU report available via the App will include ONLY the sessions attended during the live event. It is the conference participant’s responsibility to attend the full session and enter the session code for CEU credit and to keep record for licensure purposes. When your license comes up for renewal, submit the information regarding your hours to your licensing agency. \*Please note that all session codes and evaluations must be input **within 24 hours** of the event (by July 1<sup>st</sup>, 5:00pm Eastern Time.) Also, the completion of a post-test is not required for the sessions attended during the live event.*

### Receiving CEUs for the “On-Demand” Sessions

For individuals who watch the sessions after-the-fact accessing the “on-demand” recordings, individuals will follow the following steps to access CEUs:

- One week after the LIVE event (**July 7<sup>th</sup>**), “on-demand” session viewing will be available and participants will receive an email from Wizlearn (our LMS system)
- Individuals will log into Wizlearn using the email associated with their registration and will need to create a password and save the password for future access
- Attendees will then be able to access the full agenda of “on-demand” sessions
- Students will need to successfully complete three steps for the Wixlearn LMS system to allow for downloading of their certificate for each session:
  - 1.) watch full length of video
  - 2.) 80% passing score of quiz (two attempts allowed before you have to re-watch entire length of the video again)
  - 3.) complete evaluation
- Upon passing the post-test and completing the evaluation, individuals can follow instructions for downloading their certificate available in “Other Resources” section of Wizlearn LMS. Certificate will be available for download immediately upon completion of course requirements. (**except for NY attendees. See below.**)
- \*You do not need to complete all courses at the same time, the Wizlearn LMS will remember and track your progress.
- **Special note for New York attendees ONLY:** After passing the post-test, you will exit the LMS system without completing the evaluation or receiving a certificate. You will complete your evaluations at <https://www.surveymonkey.com/r/JVSSWAAVirtual> and receive your certificate from NYSSSWA which will include all of your attended sessions and total CEUs earned.
- **All BONUS Sessions** are available through the “on-demand” system.

*The CEU certificates available via the Wizlearn system will include ONLY the sessions attended “on-demand” via the Wizlearn platform after July 7<sup>th</sup> thorough August 30<sup>th</sup>.*

**Important reminder:** On-demand recordings will be available for CEUs through **August 30, 2020 only.**

### **CEU Ethical Expectations**

SSWAA expects the highest ethical behavior regarding CEU reporting. Individuals who attend the live event, will also have access to the same sessions “on-demand” if they want to watch again for more information or to hear the information again. Watching a session live and “on-demand” will generate two certificates for the same session (one will be noted in the Conference App, and one will be downloadable from the Wizlearn LMS system). Individuals should not submit duplicate CEUs for the same session content. The maximum CEUs available for the Virtual Conference is 16 CEUs if each session is attended. As noted above, for attendees who attend some sessions live and watch others “on-demand”, they will end up with a CEU certificate for all sessions attended **live** via the conference app, and certificates for each session attended **“on-demand”** through the LMS. These two reports together will offer a cumulative report of total CEUs earned – up to 16 CEUs, without duplicating any session.