

## Completing Online Evaluation Forms and Printing Continuing Education Certificates

- To evaluate the Presenter(s) only – Complete steps 1 through 4 below.
- To evaluate the Presenter(s) AND obtain ACCENT<sup>®</sup> Continuing Education credit - Complete steps 1 through 8 below.

1. **Please disable your Pop Up Blockers before starting this process.**
2. Type or click on the website address given by your continuing education officer.

An example of the web address would be:

<http://www.aacc.org/applications/ce/intro.aspx?actNum=000-09LSM-000>

This information would have been given to you at the meeting in a form of a handout or emailed to you directly following the meeting. If you do not have this information please contact your Continuing Education Officer or email us at [education@aacc.org](mailto:education@aacc.org) .

3. Once you have opened the webpage, click on the link to complete the online evaluation form.
4. Submit your evaluation responses.
5. Complete the online demographic form.
6. Submit your demographic form.
7. After clicking to submit the demographic form, you will be able to print your **Verification of Participation Record**.
8. Keep this certificate as your official record of attendance.

**Note:** You will be able to access the website address for approximately 3 months after the activity date.