

ISTSS Annual Meeting CE/CME Certificate Instructions

Use the link below to complete the CE/CME Sessions and Overall Evaluation and print your certificate:

<http://www.istss.org/education-research/online-learning/my-online-learning.aspx>

Login using your ISTSS login and password. If you don't know your password, use the 'forgot your password' option within the link above.

User name:

Password:

Stay logged in on this computer

Log on

[Forgot your password?](#)

When you have reached the My Online Learning list of available courses, you can search for 'ISTSS' in the search box at the top right corner of the list to shorten the list of exams.

Look for the meeting title below and **click on "Take Exam"**. This is NOT an exam.

ISTSS 35th Annual Meeting CE/CME

On the next screen scroll down and click on the "Available Meeting Attendance" (first button)

Available Meeting Attendance

Click on and complete the "Session Attendance" portion of the evaluation.

Mark your discipline and **enter your state and license number**, then hit "Continue".

Please indicate the type of credit you are receiving(select all that apply):

- Medical CME Phy/DO
- Medical CME PA/Other
- Psychology
- Counseling
- Social Work
- Marriage/Family Therapy
- Nursing

Please provide the state(s) you are licensed in with your license number(s).

Continue

Click on each day to evaluate sessions you attended that day. At the end of each day, click on the "Return to the List of Days" to evaluate another day.

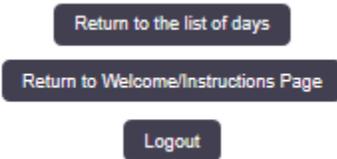
Click on "Select" on the titles you attended. Note how your "Total Credits Earned" changes as you evaluate your sessions.

Poster Sessions are only CME eligible. Poster sessions will only be available for those that selected CME in the beginning of the survey.

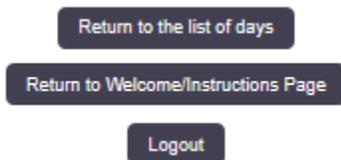
Please note that for each session you have selected, there is a "Reset" button. In the event that you mistakenly select the wrong session, the "Reset" button allows you to clear that selection. You may then select the correct session and proceed.

Upon clicking a "Select" button, you will be taken to the top of the screen. Please scroll down to select other sessions you attended.

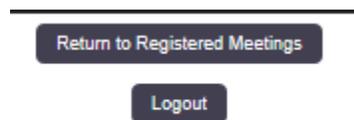
At the end of each day, click on the "Return to the List of Days" to click on another day.



When you have completed selecting your sessions, click on the "Return to list of days".

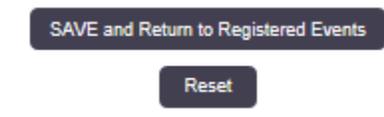


Then click on the "Return to Registered Meetings" button.



Now you are ready to click on the next active (shaded) button called "CE/CME Required Questions" to complete the last portion of the evaluation.

Once you have answered each required question, click on "SAVE and Return to Registered Events"



Click on the now active (shaded) button called "Certificate".

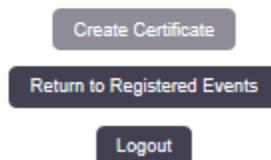
To complete, click on the "Attestation" statement, and then click "Create Certificate".

Congratulations!

Please click on the button below to create your certificate. **Once you click on this button you will no longer be able to make any edits to your evaluation.** If you are not finished with your evaluation, please go back with the Return to Registered Events button OR logout and return to the evaluation at a later time. After you have created your certificate you may login and download it at any time.

Attestation:

- By completing this form, I attest that I have attended the sessions indicated on the previous pages.



You will be able to print/download the certificate.