Complete your NACE live virtual course and download your certificate

1. Complete the course evaluation

- On Thursday, you will receive an email from NACE with a link to complete the course evaluation.

- This must be completed to claim credit for participation.

- Click the "Next" button at the end of the survey to advance to naceonline.com to claim your CME/CE credit and download your CME/CE certificate.

2. Login to your naceonline.com account

- If you are not already logged in, enter your username and password to login to your naceonline.com account.

- If you do not know your password, click the "Forgot Password" button and check your email for instructions to reset your password.

- If you are logging in for the first time, you will need to complete a short profile survey.

3. Claim your CME/CE credit

- Find the conference title on the "Events" tab of your Learner Dashboard.
- Click on the "Start" or "Continue" button next to the course title.
- Click the blue arrow to advance to the "Claim Your CME/CE Credit" page.
- Review the instructions and click the blue arrow again to claim the credit amount commensurate with your participation.
- Select the appropriate credit type(s) and number of credits from the dropdown menu on the left.

5. Download your CME/CE certificate

- Your certificate will be available in the "Certifications" tab of the Learner Dashboard.

- Click the "View Certificate" button to download or print.