



School Social Work  
Association of America

## **2018 National Conference CEU Procedures**

To receive CEU credit, sign in at each session that you attend. Following the completed session, the speaker will give you a session code to input into the conference app which will direct you to a required session evaluation. All CEUs will be tracked via the Conference App. It is the conference participant's responsibility to attend the full session and write down or enter the session code for CEU credit. After the conference is over, individuals will be emailed a conference certificate and will be able to print it out for their records. **It is the participant's responsibility to sign in at sessions, complete necessary session evaluations, and maintain the certificate for licensing purposes.** If you are not able or willing to use the Conference App, please make note of this on your registration so that a paper copy can be provided to you upon check in. *Please note that a \$10 CEU Processing Fee will apply for a paper copy – fee due at the conference by cash or check only.* When your license comes up for renewal, submit the information regarding your hours to your licensing agency. For more information, check at the registration desk, and/or consult with your licensing agency.

As usual, each person is ethically responsible for their attendance for CEU hours. See [Board Policy regarding CEUs](#).