

**Steps to obtain your certificate after log in:**

1. **Enter CE Code** (*provided at end of program*)
2. **Enter Site ID, if required** (*not required for some programs; same as Order #, or provided by coordinator at a group viewing*)
3. **Complete exam** (*must pass at 80% or above; you have unlimited attempts to pass*)
4. **Choose board category and board** (*see below for certificate of attendance*)
5. **Complete program evaluation**
6. **Submit payment, if required** (*excluding free CE programs*) or enter Discount Code (*applicable for pre-paid CEs*)
7. **Print certificate** (*log back into your account to view/print at any time*)

**Certificate of Attendance:** Select "Certificate of Attendance" on board selection page (*exam and program evaluation are required*).