

# ASCH ASMW 2024 66<sup>th</sup> Annual Meeting CE/CME Certificate Instructions

## Completing the Online CE/CME Evaluation and Printing Your Certificate

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

<https://Kellen.express-evaluations.com/63e8cd62/asch/welcome.php>

The link to the online CE/CME Session Evaluation will also be on your landing page in the Whoova App and shared via Meeting notifications and daily emails.

1. Once logged in, click on 'Continue' (If you do not remember your login, you can use the link to prompt the system to send it to you.)

Continue

2. You will see the **66<sup>th</sup> Annual Scientific Meeting and Workshops**.
3. Click on the Demographics button, it will be the only one enabled:

Demographics

4. Once you complete your demographics, you will see that the Session Evaluation is now enabled:

Session Evaluation

5. Evaluate the sessions you attended. Full attendance is required for CE credit. 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.) 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.

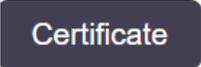
Return to the list of days

Return to Welcome/Instructions Page

Logout

6. When your Session Evaluation(s) is completed, you will see that the Overall Evaluation is now enabled:

Overall Evaluation

7. Click “Submit.” REMEMBER: You will not be able to edit your submission after you submit.
8. You will see that the Certificate button is now enabled:  
A dark blue button with the word "Certificate" in white text.
9. You will have your credited certificate immediately available to print and/or download.

**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.

Create Certificate

Return to Registered Events

Logout