

## Accessing On-Demand Virtual Content:

Both in-person and virtual attendees at ACPA's 79<sup>th</sup> Annual Meeting have access to On-Demand virtual courses from **April 6 through June 2, 2022**. These virtual courses include recorded content from the in-person meeting as well as pre-recorded virtual presentations and offer accredited continuing education.

Please note that additional content will be added to your online classroom in the next few days as we continue processing recordings from the in-person conference.

## How to Earn Accredited Continuing Education:

In order to earn accredited continuing education, all attendees must:

1. Set up your Learning Profile to ensure you receive the correct type of CE Credit
2. Watch On-Demand meeting content in the ACPA Virtual Meeting platform to earn additional CE hours (optional)
3. Complete the conference evaluation to select which courses you viewed at the in-person meeting
4. Download your certificate from the ACPA Virtual Meeting platform

## How to Set Up Your Learning Profile:

- **Log-in to the ACPA Annual Meeting Virtual Platform using your ACPA membership username and password**
  - Virtual platform: **learning.acpa-cpf.org**
  - If you are unsure of your ACPA log-in credentials, please contact ACPA at [meetings@acpa-cpf.org](mailto:meetings@acpa-cpf.org)
- Select "Learning Profile" in the menu on the left, then scroll down and select "Add or Edit Credit Reporting Organizations" to select ACCME, ANCC, or ASHA
- ASHA members, be sure to add your 8-digit ASHA ID to your profile

ACCOUNT PROFILE

Library  
Search  
Help  
Learning Profile  
My Classroom  
My Credit  
Logout

My Classroom [Click Here to Proceed to Your Classroom](#)

My Orders [Click Here to Review Your Order History or Print Receipts](#)

Manage Credit [Click Here to Submit Credit or to Retrieve Completion Certificates](#)

Account Details  
Contact Information  
Dan Derman  
[Update My Contact Info](#)

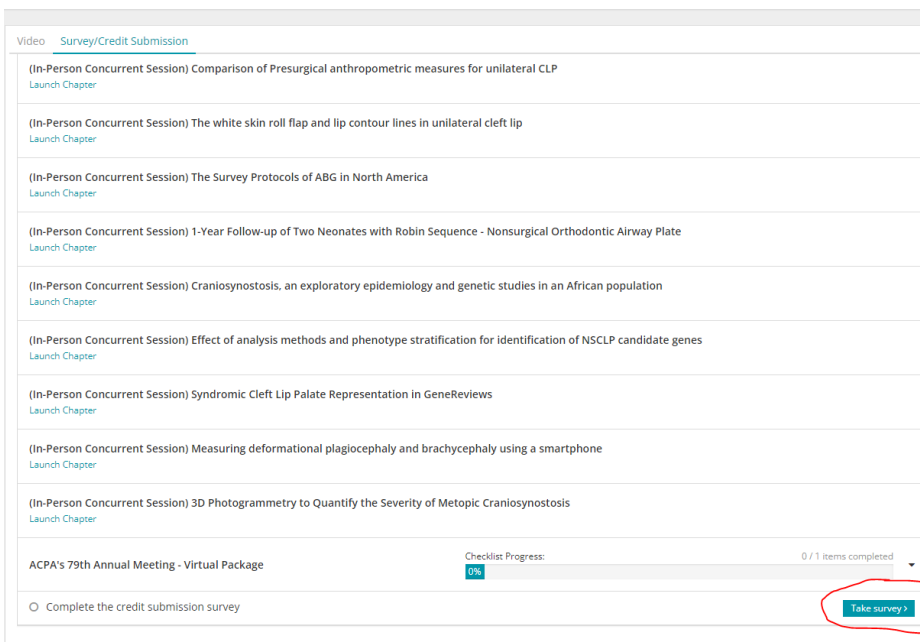
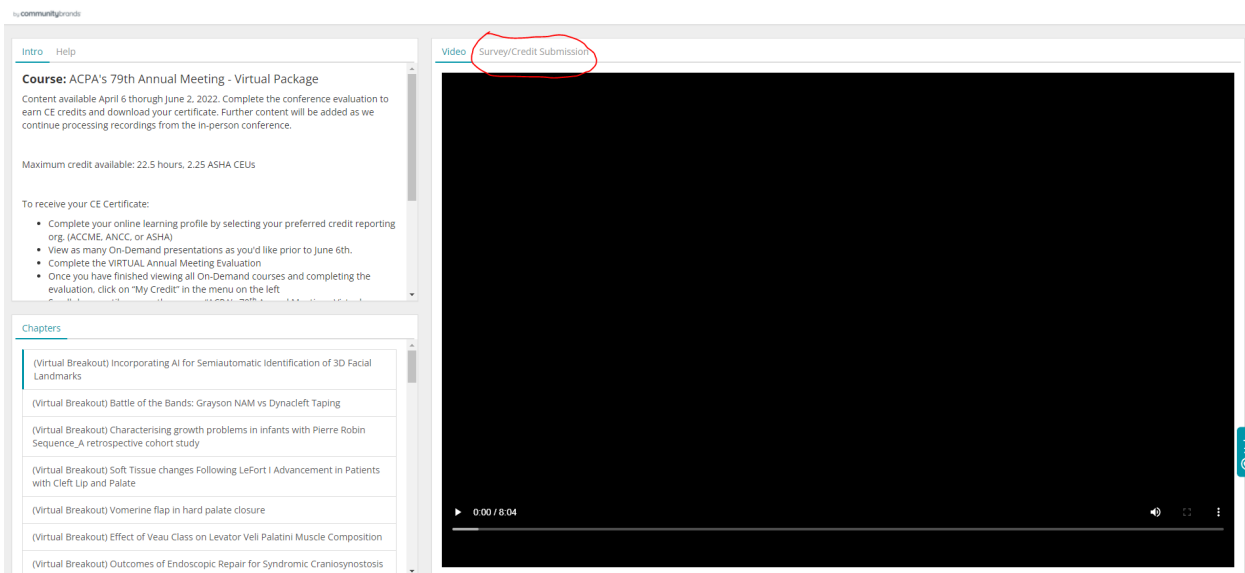
Account Preferences  
[Add or Edit Credit Reporting Organizations](#)

## How to Access On-Demand Meeting Content:

- In the menu on the left, go to “My Classroom” and select the course “ACPA’s 79<sup>th</sup> Annual Meeting”
- Video presentations will be listed by title under the “Topics” heading
  - Additional virtual poster presentations are available for viewing/download under the Papers/Materials heading

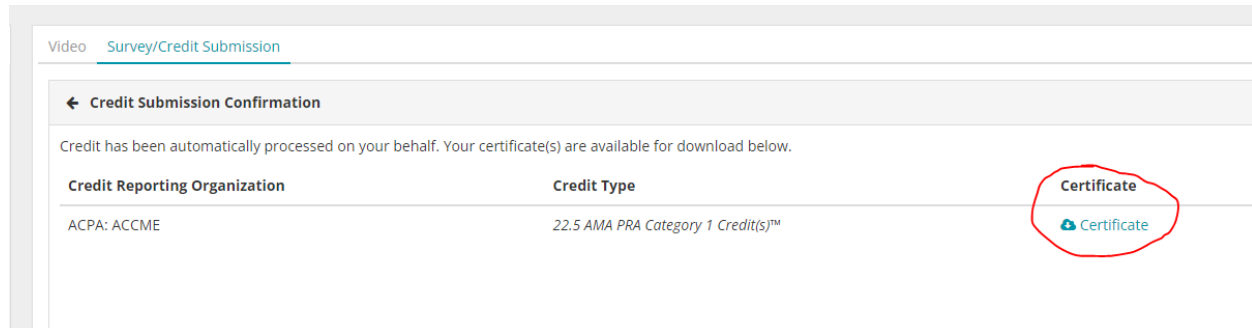
## How to Complete the Conference Evaluation:

- From the video viewer, select “Survey/Credit Submission” in the menu at the top
- Scroll to the bottom of the list of topics, and click the “Take survey” button
- After you have completed the survey, the Virtual Meeting platform will automatically add the CE credits you’ve earned to your CE Certificate



## How to Download your CE Certificate

- Once you have finished viewing On-Demand content and completing the conference evaluation, you will be asked to confirm your CRO information before submitting for CE credit
  - After confirming your information, you can download your certificate directly from the Virtual Meeting platform



## How to View your 79<sup>th</sup> Annual Meeting CE Certificate in Future Years

- Log-in to [learning.acpa-cpf.org](http://learning.acpa-cpf.org) and click on “My Credit” in the menu on the left
- Scroll down until you see the course “ACPA’s 79<sup>th</sup> Annual Meeting”. Click on the button labeled “View (ACCME/ANCC/ASHA) Certificate” in order to view/download your CE certificate
- All attendees must submit their evaluations by June 15, 2022. Credit will not be awarded after that date.

### Technical Support:

If you require technical and/or registration assistance, please contact 919-933-9044 or [meetings@acpa-cpf.org](mailto:meetings@acpa-cpf.org).