

NEW CEU PROCEDURE FOR LEAGUE CONFERENCE SESSIONS OFFERS ATTENDEES MORE FLEXIBILITY

Conference time is just around the corner and with that comes another year of planning out your Continuing Education Units for recertification. This year, in order to make the process of moving from session to session quicker and cutting down on the paper work, we at the League will be launching a new CEU tracking system for the League sponsored sessions**. This system is similar to what the TCTA, MCANJs, and GFOA have been using at their conferences. Our process has also been approved by DLGS, the Division of Taxation, and the other accrediting bodies.

Read below to see how this system will work.

How the CEU tracking system works:

1. Each League sponsored session that has CEU's will be assigned a CEU volunteer who will be given a scanner to scan each attendee's conference badge before each session begins. If a sign-out is required, the CEU volunteer will be present at the door to scan everyone's badge as they leave. This will account for the attendee's attendance at a particular session.
2. Once the session is complete, the attendee can either attend another session or they have the option to retrieve their certificate at the CEU station located on the second level of the convention center (by the registration area). They can also access the CEU system through the link on the League website from their personal computers.

Computer System Log-in:

Whether you choose to print out the certificate at conference or at home the process is essentially the same.

1. Log onto the CEU system and enter your badge number (or name, employer, and municipality)
2. Selects the session for which you wish to print a CEU certificate (please note, sessions only appear for selection **after** you have attended and been scanned into that session, therefore, if you are not scanned in, you cannot access the session)
3. When prompted, you will fill out the standard evaluation form for that session.
4. Once the evaluation form is submitted online, you will have the option to print out the certificate or e-mail it to yourself.
5. After the certificate is e-mailed or printed, you can then have the option to return to the main screen and print out another CEU Certificate or log out.

With the new CEU tracking system, the CEU process should be easy -to-use and convenient, while allowing you plenty of time to get from session to session.

Please note the procedure explained above only applies to **League sponsored sessions. For a complete list of League sponsored sessions please consult the program guide.