PART 1: Get Your Session Words for All Attended Sessions

1. At the beginning and end of each educational conference session, you will receive a “Session Word.” You will need this word to verify your attendance during the online conference evaluation and CE claim process.

   Please note that session tracking is solely the responsibility of the attendee, and NAADAC cannot be held responsible for forgotten or lost session words. NAADAC staff is not able to provide you with the Session Words.

   For your convenience, NAADAC has supplied a “Word of the Session & CE Tracking Form” that can be filled out with each session’s words to help you track the sessions you’ve attended. This form will be provided to you at registration, or you can also find it in the Resources section of the conference app as well as on our website. You can also keep track of your session words on the conference app in the notes section of each session.

Part 2: Access Your Session Word CE Attendance Verification Quizzes

1. CE Attendance Verification Quizzes will be made available to you at the end of each conference day via an email from NAADAC. Please click on the link in the email that says, “Access CE Quiz.” This will direct you to NAADAC’s new Education Center. Each email provided at the end of each conference day by NAADAC has a specific link that will direct you to the CE quizzes for that day’s training sessions only.

2. For Three-Day Conference Attendees: At the top of the webpage, you will see the date for the conference day you attended. Below that, you will see two sections. The first section contains quizzes for the morning sessions, and the second section contains quizzes for the afternoon sessions. Click on the section in which your session took place.

Attention certified or licensed professionals: please note it is an ethical violation if you take an online CE quiz for a training you did not complete. By taking an online CE quiz and achieving a CE certificate, you are also attesting that you sat through the full time (CE hours) of the training.
2. **For Pre- and Post-Conference Attendees:** At the top of the webpage, you will see the date and title for the session you attended. The CE quiz and session survey will be visible at the bottom of the webpage. *Please note, for two-day post-conference sessions, attendees will be given a separate word for each session day and will need to answer a two-question attendance verification quiz.*

3. Once you click on your desired section, you will be prompted to log into your NAADAC account. Enter your username and password for your NAADAC account and click “Login.” You will then be redirected to a page containing your CE quiz(zes).

4. Please scroll down the webpage to find the attendance verification quiz that you’d like to complete, and click on it. This will open the quiz. *Please note that you will not be able to access the survey evaluation or certificate without completing the quiz first.*

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Part 3: Complete Your CE Quiz and Survey Evaluation

1. Complete the quiz by selecting the correct session word and then clicking the “next” button. You will only get one retry, so make sure to consult your word tracker!

During each session, a word of the session was displayed at the beginning and end of the session. Please select the correct word of the session from the list below to validate your attendance in this educational session. Upon passing the CE certificate for the session will become available for download. Questions? Contact NAADAC at CE@naadac.org or 703.741.7686.

1. Please select the correct word of the session from the options below for this conference session:
   - Hurdle
   - Beam
   - Bobsled
   - Slocom

2. Click “Submit Answers.”

Submit your answers to complete the assessment and view your results.

3. You will get an alert that you finished this item. Click “Go to next item.”

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4. Complete the survey evaluation for this specific session. When you are finished answering the questions, click the “next” button and then “Submit Answers.” Once complete, you can click the “Go to next item” button. Please note that you will not be able to access the certificate without completing the survey evaluation.

5. By typing my name below, I am requesting (1.5) CE credits for “Empowering Families to Build Recovery Capital for Sustained Recovery and Family Well-being” and attest that I was present for the entire session. Please type your name in the space below. *

Please note it is an ethical violation to take an online CE quiz for a training you did not complete. By completing this attestation, taking an online CE quiz and obtaining a CE certificate, you are attesting that you attended the full duration (CE hours) of the training.

Submit your answers to complete the survey.

Submit Answers

You finished this item!

Part 4: Access/Download Your CE Certificate

Attention certified or licensed professionals: please note it is an ethical violation if you take an online CE quiz for a training you did not complete. By taking an online CE quiz and achieving a CE certificate, you are also attesting that you sat through the full time (CE hours) of the training.
1. Your session certificate should appear after you have successfully completed part 3. If you wish to print your certificate, click on the blue “Print Certificate” button below the certificate image.

2. Your certificate also will be available for you to download anytime by either going back to the session and clicking on the certificate button or in your profile.

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