



Attendance Verification & Post-Event Survey

Name of Joint Provider

Activity Title

City, State

Date

Name of Joint Provider thanks you for attending this event. ABQAURP is pleased to have been chosen as the continuing education provider and we look forward to your feedback.

Instructions to receive continuing education credits:

To qualify for continuing education credits, each attendee must verify session attendance through ABQAURP's online system by following these steps:

1. **Copy and paste** this link into your browser's address bar to access the ABQAURP store (clicking on the link may not work with your system set up).

<http://www.abqaurp.org/store/events/registration.aspx?event=LINK>

2. You will see your event survey listed. Click **"Login to Register"**
3. If you already have a profile, **"Login"** with your username (email address) and password and skip to **STEP 5**
4. If you are new, click **"Need to create a profile?"** Enter your first & last name and email address, then click **"Continue"**
 - *If a profile appears with your information*, you already have an account. Click **"This is me"**, enter your **Email address**, and click **"Submit"**. An email will be sent to you with instructions on how to update your credentials. Once your password is set, return to the webpage and click **"Sign In"** in the top right corner, then sign in with your new password and go back to step 1
 - *If the profile is not a match*, click **"Match not found, Create my profile"** to create a new account
 - *If a profile does not come up*, create a new account
5. **Once logged in using the above link to the store:**
 - **"Register"** for the Survey, then **"Add to Cart"** and **"View Cart/Checkout"**
 - Click **"Check out"** then **"Place order"**. By placing the no charge order a link will appear saying **"Click here to view your electronic products"** and/or **"View Previous Orders"**. In your previous orders find the course survey and **"Click Here to Access"**
 - **"Continue"** into the training menu and **"Launch"** the current course material (you may launch past course to print previous certificates)
 - Select the sessions you attended, click **"Finalize Session Selection"**
 - Complete the survey, click **"Submit Survey"**
 - Click **"Print Certificate"** to save and/or print your CME/CEU Certificate
6. In order to **Protect your Privacy**
 - Return to the Training Menu tab and click **"Log Out"**
 - Return to the Store tab and click **"Sign Out"**

You will have access to claim your credits until 11:59 pm expiration date. A \$39.00 non-refundable processing fee will be charged to attendees requesting credit after expiration date. Please report any issues and/or problems with the online system to klambert@abqaurp.org or call Kate Lambert (800) 998-6030 ext. 114.