

2021 Regional Caucus Attendees: Instructions to Access Your CE “Session Word” Quiz & CE Certificate

*Please note it is an **ethical violation** to take an online CE quiz for an event 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 event.*

PART 1: Get Your Session Word for the Caucus

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

Session Word tracking is solely your responsibility, so please be sure to record your Session Words so that you can receive your CE certificate. NAADAC staff are not able to provide you with the Session Word.

PART 2: Access Your Session Word CE Quiz on naadac.org

1. After attending the caucus, return to the 2021 Regional Caucuses webpage where you registered and click on the Access CE Quiz button for your event. You will be prompted to log in to your my.naadac.org account.

Please note that you must log in using the same email that was used to register for the regional caucus. If you have forgotten your password, you can click on the "Click here to reset your password" to get an email password reset link sent to you. If you don't know which email was used to register you or you forgot your log in email, please send an email to naadac@naadac.org or call the NAADAC office at (703) 741-7686 for staff assistance.

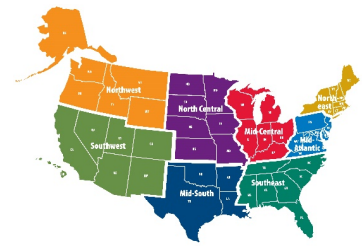
2021 MID-CENTRAL REGIONAL CAUCUS

Wednesday, September 15, 2021 at 11:00am - 12:30pm CT/12:00pm - 1:30pm ET (10am MT/9am PT/8am AKT)



States Include: Illinois, Indiana, Kentucky, Michigan, Ohio, and Wisconsin

[Register for the 2021 Mid-Central Regional Caucus](#)

[Access CE Quiz](#)



2. Confirm that you are registering for your preferred CE Quiz with the correct number of continuing education hours. Click **Submit**.

Item	Quantity	Item Price	Item Total	Remove
 2021 Mid-Central Regional Caucus <small>Exam</small> Presented by: Raynard Packard, MAEd, LICDC-CS NAADAC Mid-Central Regional Caucus, Virtual Broadcast Alexandria, VA EDUCATION CREDIT(S): NAADAC Continuing Education (CE) Hours: 1.50	1	Free	Free	

Please confirm your information below. If anything has changed, click on the ADD or EDIT buttons to modify.

Subtotal Free

Penny the Panda:

Primary Organization: *No Primary Organization* Add

Send a confirmation email to: *jessica_knoll@yahoo.com*

Send a copy to:



Submit ✓

3. Now that you have registered for your quiz, go to My Profile → Purchases → CE Exams & Quizzes. Locate the CE Exam and click Details.

★ Overview [Account](#) [Organizations](#) [Purchases](#)

- Recent Orders
- Recent Invoices
- Recent Payments
- Memberships
- Advertising
- Events & Webinars
- Merchandise
- Publications & Courses
- Credentials & Education Programs
- CE Exams & Quizzes**
- Sponsorships

Name	Exam Date	Cancelled On	Result	Latest Score	View	Certificate
2021 Mid-Central Regional Caucus	9/7/2021				Details	



4. Click **Take Quiz**

2021 Mid-Central Regional Caucus

Tuesday, September 7, 2021

Presented by: Raynard Packard, MAEd, LICDC-CS NAADAC Mid-Central Regional Caucus, Virtual Broadcast Alexandria, VA

Exam Details:

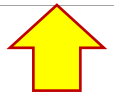
Billing Info:

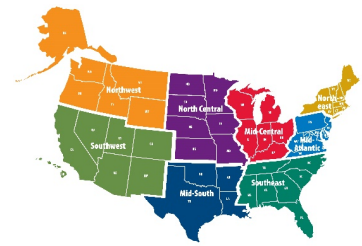
Order Details

Purchased on Thursday, September 7, 2021
Order: 1319600

Exam Details

[Print Purchase](#) [Take Quiz](#)





5. When you are ready to take the CE Quiz, select **Click to Begin** to enter the session word.

2021 Mid-Central Regional Caucus CE Quiz Instructions

Instructions: 1.) During each caucus, a word of the session was displayed at the beginning and repeated at the end of the caucus. 2.) Enter the correct word of the session below to validate your attendance in this caucus. Upon passing, please return to your NAADAC profile > Purchases > CE Exams & Quizzes and click on the download button to the right of the quiz listing to access your Certificate of Completion for 1.5 NAADAC continuing education hours (1.5 CEs). Questions? Contact NAADAC at CE@naadac.org or 703.741.7686.

[Click to Begin](#)

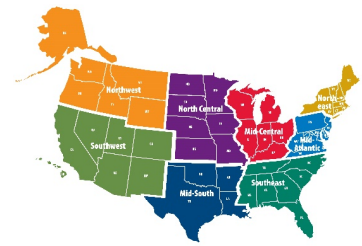
6. Successfully pass the quiz by entering the session word that was given during the beginning and end of the caucus.

1

What is the session word?


0/255

[Submit Answers ✓](#) [Skip Question](#)



- If you answer the question correctly, you will see the below message. You can now return to **My Profile > Purchases > CE Exams & Quizzes** to take another CE quiz or download your CE Certificate.

Congratulations! You have successfully passed this CE quiz! Go to your NAADAC profile > Purchases Tab > CE Exams & Quizzes to download your CE Certificate.



1.0
PTS


PART 3: Access/Download Your CE Certificate


- To print/save your CE Certificate, go to **My Profile → Purchases → CE Exams & Quizzes**. Locate the CE quiz you just passed and click the download icon under the **Certificate** column.

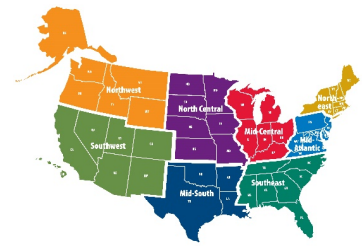
★ Overview Account Organizations **Purchases** Documents

- Recent Orders
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- Merchandise
- Publications & Courses
- Credentials & Education Programs
- CE Exams & Quizzes**

1 [1 to 3 out of 3 records]

Name	Exam Date	Cancelled On	Result	Latest Score	View	Certificate
2021 Mid-Central Regional Caucus	9/7/2021		Passed On: 9/9/2021	1	Details	





9. Here is an example of a CE Certificate for a Caucus.

CERTIFICATE OF COMPLETION

Penny the Panda
has completed

2021 Mid-Central Regional Caucus

*Presented by: Raynard Packard, MAEd, LICDC-CS
NAADAC Mid-Central Regional Caucus, Virtual Broadcast Alexandria, VA*

on September 09, 2021 for 1.5 continuing education hour(s)

This educational program is approved by NAADAC (Approval #189).


Samson Teklemariam, MA, LPC, CPTM
NAADAC Director of Training & Professional Development

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THE ASSOCIATION FOR ADDICTION PROFESSIONALS

**HELPING YOU TO
HELP OTHERS**

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