

# FCPA Attendance procedure for FCPA CE Seminars

**It is your responsibility to review the below requirements carefully to ensure credit is awarded**

By law we will need to verify your presence via a state issued photo ID. Please remember you will need to have your ID with your badge at all times while in the seminar area. You are required to put both in transparent badge holder available on-site along with a lanyard.

## **General Attendance Verification:**

When you first arrive for the seminar at the check-in desk, you must verify your presence by showing a valid state ID. Subsequently you will be required be scanned at the Attendance Desk at various times throughout the day. The general attendance scanning schedule will be posted near the check-in desk and also shown on the official schedule included in this hand-out.

## **Core Classes Attendance Verification:**

In addition to the general attendance desk verification; all core classes, such as Florida Laws & Rules, Ethics & Boundaries, Medical Errors, Documentation, Coding & Record Keeping, Risk Management, HIV/AIDS, and Acupuncture will have attendance personnel at the entrance of the class with scanners, scanning you in and out of the class and checking IDs. They will check your photo ID and scan the bar code on your badge as you enter and leave. All Core classes can be counted for Core or General.

## **For Core Class Bathroom/Personal Breaks:**

*Be sure to scan in and out of the core classes for any reason. 1 CE Credit/1 CEU is calculated in 50 minutes blocks, no partial credits are allowed by the Board. Mismanaging your time in class by abusing the restroom break, late arrival or early departure will adversely affect your CE hours.*

## **The Final Step To Receive Credits:**

When you are ready to leave the seminar and after you have reviewed the classes you have attended **YOU MUST** fill out the **CREDIT VOUCHER** and hand it to an FCPA staff member at the check-in desk and make sure to keep a copy for your records. Return your badge holder and your lanyard. The voucher is in your handout package.

Please be advised that the Northwestern Health & Sciences University (our CE provider), reports CE hours for the state of Florida only. Florida hours are reported directly to CE Broker (the official continuing education tracking system of the FL Department of Health). These hours are not reported until all electronic attendance data and vouchers are verified, which usually takes between 30- 60 days.

**We know this sounds complicated, but it is actually simple:**

- *Check in upon arrival with your state ID.*
- *Scan in each posted times at the designated areas for general attendance.*
- *Scan in and out of all core classes .*
- *Fill out you voucher form and hand it in at the check in desk prior to your departure. Make sure to have a copy of the voucher for your records by taking a photo of it.*
- *Enjoy the seminar and please send us a referral or two.*
- *It is your responsibility to scan correctly to receive your credits.*

## **Out Of State CE Credits Procedure:**

*If you are licensed outside of Florida, your State may require that you sign in and sign out of each general course. Please do so to avoid any conflict with your individual State board. Sign in/out sheets will be available in all general classes. **You will not need to manually sign in and out of the core classes since you will have already been scanned in and out electronically.***

It's imperative that you're aware of the license renewal requirements in your state as you may need to self report your CEUs. All of that information is available to you, online, on your State Board's website. Please do not call the University and ask them what your requirements are or how many hours you have. They do not have or store that information, your state board does.

After attending our CE seminar, you will receive a transcript via email from NWHUSU confirming the continuing education credits you earned at our conference. Please hold on to this letter in case you are asked by your State Board for proof of attendance. Keep a record of your hours for future reference.

**On your voucher please do not include license numbers for states in which we are not approved. Do not ask the University to include those license numbers on your confirmation letter**

