


HOW TO OBTAIN A CERTIFICATE OF ATTENDANCE

#1. Please login to the IPFDC virtual environment with the login information sent to your email address. Once inside the conference environment, navigate to the Certificates icon  on the top right side of your teal navigation bar. The platform keeps track of your run time for each session completed. Per accreditation completion requirements, you are required to complete your end of session and end of conference surveys before obtaining your certificate. You will only receive credit for the sessions you attend. Once you've completed all of the requirements and watched all of your preferred sessions you may download your certificate.

#2. Log into Peerpoint (MDs must use this option). The system is currently open for those who viewed the conference live. Certificates for on-demand will be available Friday, June 2, 2023.

Please note that if you watched both live and on-demand and need your certificate to include the number of hours, you will need to claim two certificates.

- **Open your web browser and go to: <https://peerptlogin.com>**
- Login:
 - Email: your email address used to register for the conference
 - Password: Your First Name (all in lower case)
- **Select tab: ‘Videos/Surveys/Tests’**
- Click on: Click here to take survey (this will open Survey)
- Complete your Survey and Click ‘Save’
- **Select Tab Print CME Certificates**
- Next to Conference description select: **‘Assign Credit Hours’**
- A window opens stating the maximum number of credit hours for this conference
- If you attended the entire conference, select maximum number of hours from the dropdown menu
- If you attended less than the entire conference, select the actual number of hours you attended from the dropdown menu
- Select: ‘Save Credit Hours’
- Select: ‘View/Print’
- Depending upon your device: either the CME Certificate PDF will download, or a window opens to download your CME Certificate then select ‘Save File’.

Please contact conference@feedingmatters.org with any questions.

Live Event April 13-14

The live event has received prior approval by Illinois Early Intervention for up to 12.5 CEUs. Attendees will receive credit for each session attended live. Each session can only be counted for credit one time, either for the live event or on-demand.

On-Demand Viewing April 17-May 31

Each recorded session has received prior approval by Illinois Early Interventions for up to 21.5 CEUs. Attendees will receive credit for each session attended on-demand. Each session can only be counted for credit one time, either for the live event or on-demand.

How to Submit CEUs

Feeding Matters will provide a certificate of completion to each participant. It is the responsibility of the practitioner to document continuing education online with Illinois Early Intervention.

In order to be eligible for continuing education credits you must:

- Attend the sessions in full as they are offered between April 13 and May 31, 2023. You may attend all or some of the sessions. You will only receive credit the sessions you attend.
- Attendees must be present for each entire session to be eligible to apply for EI CEUs, and should only claim credit commensurate with the extent of their participation in the sessions. Starting to watch a session too late while it's live or stopping early will not meet completion requirements. Our streaming partner streamGO will track all run time.
- Complete the 3-question post-course survey for each session attended and the overall event survey **no later than June 1, 2023 at 5:00pm EST.**

GENERAL CERTIFICATE

Attendees who do not qualify for accreditation through ASHA, AOTA, CDR, Illinois Early Intervention, or ACCME will receive a certificate of attendance to submit to their accrediting board.

Registrants Attending Pre-Conference Event "Advancing the Family and Provider Partnership"

Attendees of the pre-con event and all available sessions (live or on-demand) will receive up to 24.5 hours of continuing education credit. Separate certificates will be emailed to all pre-conference attendees in early June.

Registrants Not Attending Pre-Conference Event

Attendees who view all available sessions (live or on-demand) but do not attend pre-con will receive up to 21.5 hours of continuing education credit.

In order to be eligible for continuing education credits you must:

- Attend the sessions in full as they are offered between April 12 (if participating in pre-conference) and May 31, 2023. This course is available for partial credit. You will receive credit for each session you attend.
- Attendees must be present for each entire session to be eligible to apply for CEUs, and should only claim credit commensurate with the extent of their participation in the sessions. Starting to watch a session too late while it's live or stopping early will not meet completion requirements. Our streaming partner streamGO will track all run time.
- Complete the post-course survey for each session attended and the overall event survey **no later than June 1, 2023 at 5:00pm EST.**

COMPLETION REQUIREMENTS

Attendees must complete the following to qualify for continuing education credits:

- Watch (in its entirety) a full concurrent session (no partial credit will be given for individual sessions). You must watch the entire talk to get 90 minutes of credit.
- Watch (in its entirety) the full 60 minute lightning talk session (no partial credit will be given for individual lightning talks). You must watch all 12 lightning talks to get 60 minutes of credit.
- Partial credit will be given for the event (but not each individual session). This means that you can watch as many concurrent sessions as you would like. But you have to watch the entire 90 minutes of each session to obtain continuing education credits for each. (One session = 1.5 hours of credit, two sessions = 3 hours of credit etc.)
- After completion of each individual session you must complete the session evaluation.
- After the completion of the full event you must complete the end of conference survey.
- **For ACCME:** After the completion of the full event you must complete the end of conference post-test found on <http://peerptlogin.com/Authenticate/Login.aspx>
- If you attend the conference live and you are more than 5 minutes late to a session you will not get live credit for that session. You will have to return and watch the entire session fully on-demand to receive credit. With the virtual nature of this event and our accrediting bodies requirements this is the only way to make sure attendees are actually present for the entire session.
- If you attend the conference on-demand you must watch the entire session (we advise in one sitting if possible) to receive credit. Partial credit will not be given per session.
- Our virtual platform will be tracking your run time. You must be watching the session to receive credit. Navigating away from the page or video while it's playing will pause your run time which will in turn not meet the requirements of completion.