

## Managing Conflict/Finding Meaning – Supporting Families at Life’s End

### CE INSTRUCTIONS - FOR ATTENDEES

HFA is proud to offer 2.5 credits of continuing education for today’s program. Obtaining your certificate is fast, easy and cost effective!

#### **CE Fees:**

The CE cost is \$18 per certificate for the first two weeks after the live program; until February 11, 2016. After this date, CE credits are \$21 per certificate. An additional \$10 processing fee is charged for each additional certificate/participant (*if requesting more than one*). HFA accepts VISA, Mastercard and American Express only.

#### **Important Notes:**

- CE certificates must be obtained from HFA’s CE site: <https://educate.hospicefoundation.org>. The deadline to receive CE credits is June 28, 2016.
- Due to board standards, the DATE on your certificate is the date that you complete the entire CE process, as that is when all required course information (evaluation form, exam and payment) is complete.
- If you need to stop and re-start the CE process online, the CE site will save your completed information and pick-up where you left off the last time (you will need to re-enter the CE Code each time you login).

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#### **CE INSTRUCTIONS:**

*\*Each CE recipient must have a valid email address. If multiple users share the same email account, you may want to create a free account with vendors such as Hotmail, Gmail or Yahoo.*

1. Go to <https://educate.hospicefoundation.org>  
Click “Register Now” if you haven’t received a certificate from HFA before.
2. Enter **Live CE code (Course/Attendance code)**: \_\_\_\_\_ (contact program organizer for this code)  
Then, when prompted, enter your **Site ID**: \_\_\_\_\_ (contact program organizer for this number)
3. Choose your **board**
4. Complete the **evaluation** of the program
5. Complete the **exam**.  
\*The exam must be completed at 80% or above. However, you may re-take the exam as many times as needed in order to pass.
6. Enter your **payment** information (Visa/MC/AMEX only).  
\*If your organization has arranged to pay for your certificate, [use the “Discount Code” they provided you with instead of payment](#)
7. **Print** your certificate. You will also be emailed a copy for your records or to print it at a later date.

*\*\*Certificates are in Adobe PDF format. Please visit <http://get.adobe.com/reader/> for more information.*

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**QUESTIONS OR PROBLEMS:** Call 1-800-854-3402 or email [onlineceu@hospicefoundation.org](mailto:onlineceu@hospicefoundation.org)

#### **CE POLICY:**

CE credits are copyrighted by Hospice Foundation of America (HFA). Participants are attending an event of (HFA). All CE certificates must be obtained directly through HFA—*no exceptions allowed*. Boards approve the content developed by HFA, not by the viewing organization. Thank you for your cooperation.