



## How to Qualify for Your Certificate of Completion

Thanks to a partnership with the National Board of Certified Counselors (NBCCC), we are pleased to offer continuing education credit for participation in our training. To ensure you receive your NBCC Certificate, follow the steps below carefully. **Failure to meet any of the requirements could result in your not being eligible for certification.**

### What You MUST Do:

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- **Participate in the full duration of the event:** You must attend the entire event, verified through Zoom reporting logs. Failure to attend the full duration will disqualify you from receiving your certificate.
- **Register and participate as an individual:** Every participant must register and log-in individually. Group participation under one email address prevents us from verifying individual attendance, which is required for NBCC certification.
- **Complete the post-event training survey:** All participants must complete the post-event training survey to receive a certificate. This survey is available via a QR code or link shared during and after the event. Complete the survey within two weeks of the webinar; otherwise, you will forfeit your NBCC credit.
- **Log-in consistently on one device:** Stay logged in on the same device throughout the session. If you switch devices (e.g., from a computer to a phone), we may not be able to verify your attendance.
- **Respond to follow-up communication:** Be sure to follow up on any emails or reminders sent about completing the survey or confirming your participation. This is essential to ensure that your attendance and survey submission are verified.

### What You MUST NOT Do:

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- **Do not log-in as a group:** If you are attending as a group under one email, we cannot verify your individual participation, making you ineligible for certification. If you must attend in a group, contact us to discuss your participation plans.
- **Do not forget to complete the post-event training survey:** Be sure to complete the survey during or right after the event to avoid missing the deadline. The survey is only open for two weeks after the event. If you miss this window, you will not be able to obtain your certificate.