

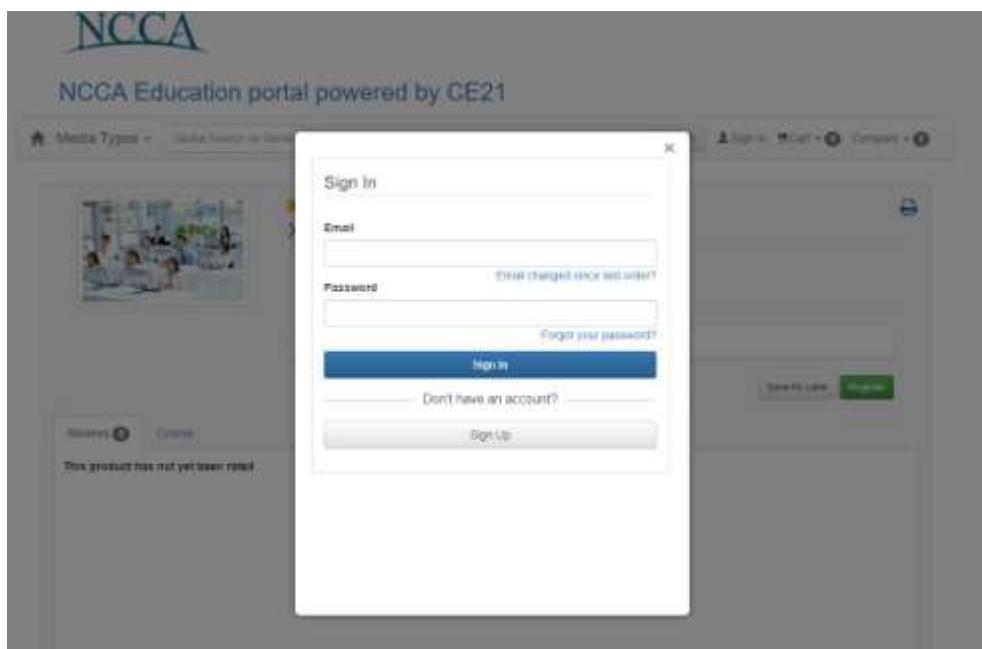
How to Register with CE21

When you are sent the link you will see the “NCCA Education portal powered by CE21”

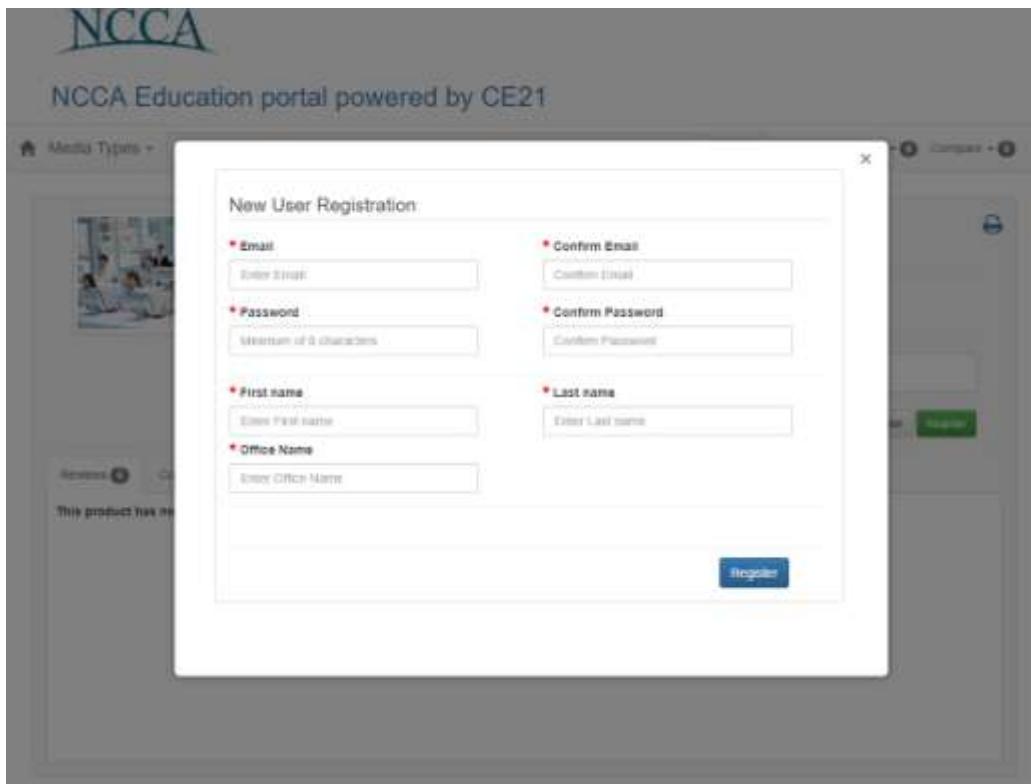


Click the **green button** to register.

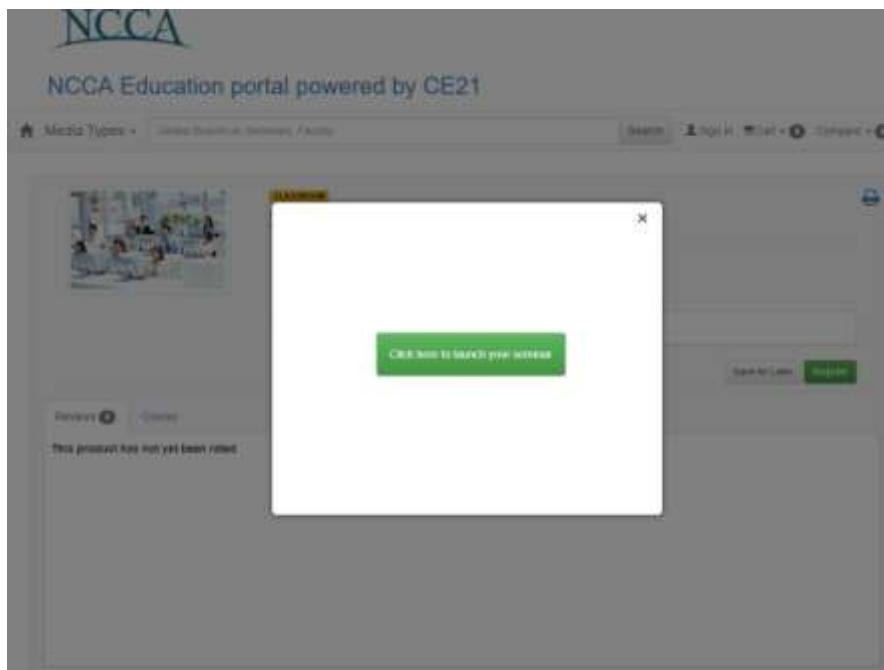
You will then be prompted to sign up for an account with CE21:



You will then be shown the “New User Registration” form. ****PLEASE NOTE: You must use an individual email address to sign up, if you do not have one you can make one for free using gmail.com**



Once you are successfully registered you will be able to click the **green button** that says “Click here to launch your seminar.”



You will then be taken to the classroom titled “NCCA X-Ray Certification”

Taking the Course

NCCA X-Ray Certification



Introduction Course Schedule Proof of Completion

"Read Entirely"

Welcome to the New NCCA Education Platform for X-Ray Certification Module 84.

This has been broken up into 4 sections:

1. Section 1- Opens May 3rd, 2019 and must be completed by May 28, 2019.
 - o This section consists of completing Part 1 & Part 2
2. Section 2- Opens June 3, 2019 and must be completed by June 23, 2019.
 - o This section consists of completing Part 3 & Part 4
3. Section 3- Opens July 1, 2019 and must be completed by July 23, 2019.
 - o This section consists of completing Part 5 & Part 6
4. Section 4- In person August 24-25, 2019 at Holiday Inn Charlotte Airport, 4240 Scott Futral Dr, Charlotte, NC 28214

You can access each section in the next tab titled "Course Schedule". From there you will be able to hit "Launch Viewer" to begin each part.

- You can start, stop and pause as much as you need. It will pick up where you left off.
- There will be attendance codes appearing throughout the video that will be used to verify your attendance of the entire section.
 - o When the attendance code appears on the screen you can click "Save Attendance Code" to automatically save each code, or write them down on paper to keep track.
 - o When you complete a section submit each code in order under the "Proof of Completion tab" for that section. You must click submit on this tab even if you saved the code automatically.
- You can do this at any pace as long as each section is complete by the deadlines listed above.

Read All instructions CAREFULLY.

Click on the tab that says "Course Schedule" to access the videos.

NCCA X-Ray Certification

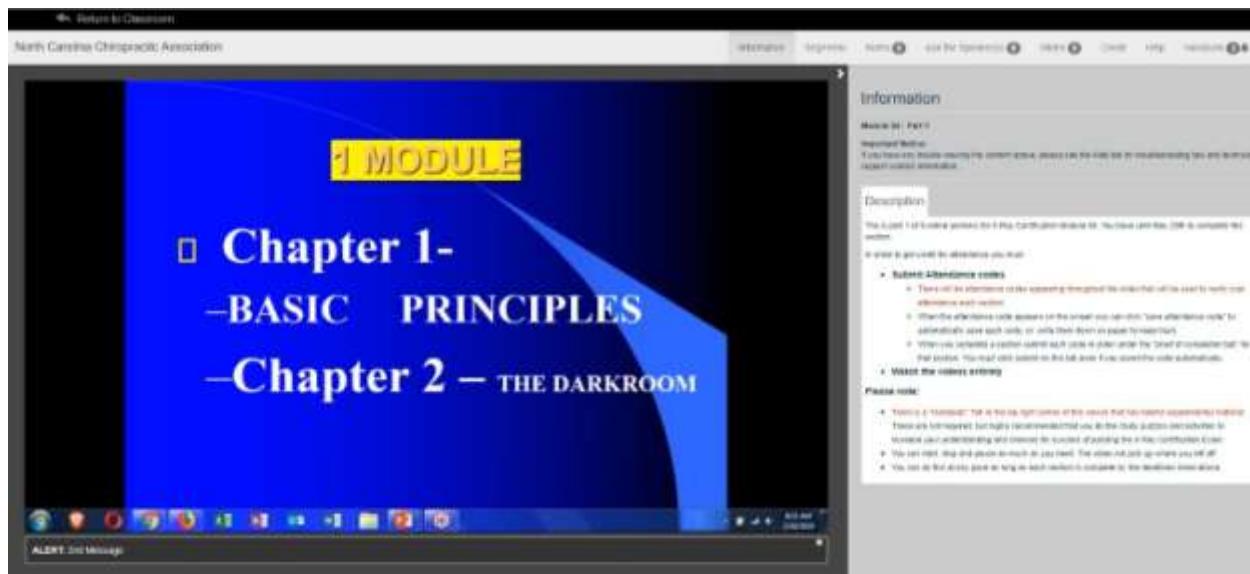


Introduction Course Schedule Proof of Completion

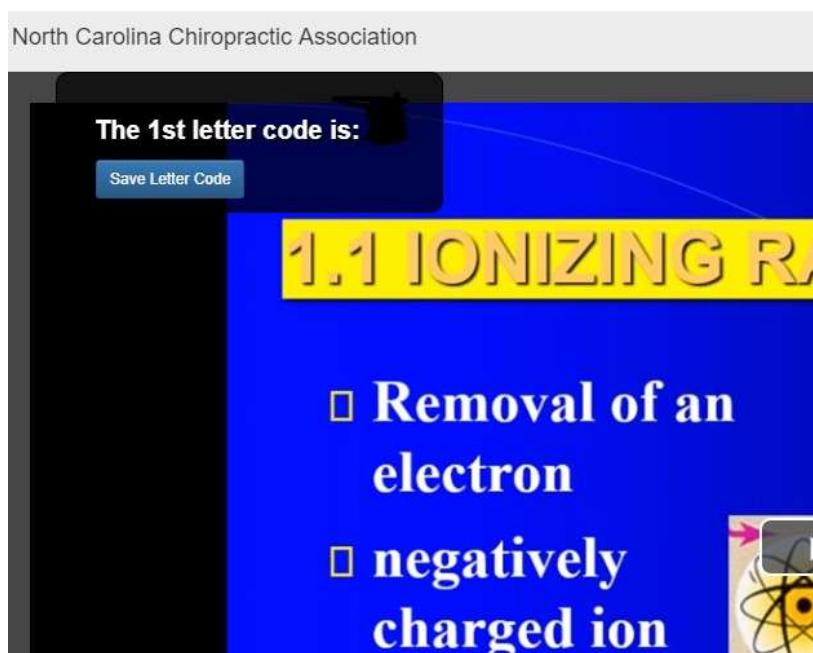
Start Date	Section	Course Type	Duration	Status
04/25/2019	Module 84- Part 1 ▶ Launch Viewer View Handout Proof of Completion	On Demand	5 Hours 57 Minutes	
05/03/2019 @ 08:00 AM (EDT)	Module 84- Part 2 ▶ Proof of Completion	On Demand	5 Hours 47 Minutes	Starts in 7 day(s) 22 hours 26 minutes
06/03/2019 @ 08:00 AM (EDT)	Module 84- Part 3 ▶ Proof of Completion	On Demand	4 Hours 40 Minutes	Starts in 38 day(s) 22 hours 26 minutes
06/03/2019 @ 08:00 AM (EDT)	Module 84- Part 4 ▶ Proof of Completion	On Demand	3 Hours 51 Minutes	Starts in 38 day(s) 22 hours 26 minutes
07/01/2019 @ 10:15 AM (EDT)	Module 84- Part 5 Not Yet Available	On Demand		Starts in 67 day(s) 41 minutes
07/01/2019 @ 10:16 AM (EDT)	Module 84- Part 6 Not Yet Available	On Demand		Starts in 67 day(s) 42 minutes

Total Classroom CE Credits Information

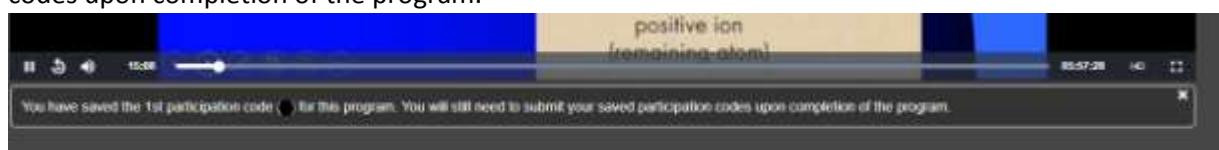
Once there you can click on the available video by clicking on the **green button** that says “Launch Viewer”, you can click on the **blue button** that says “handouts” to access the accompanying materials for the course. You can also access the handouts on the viewer page in the top right-hand corner.



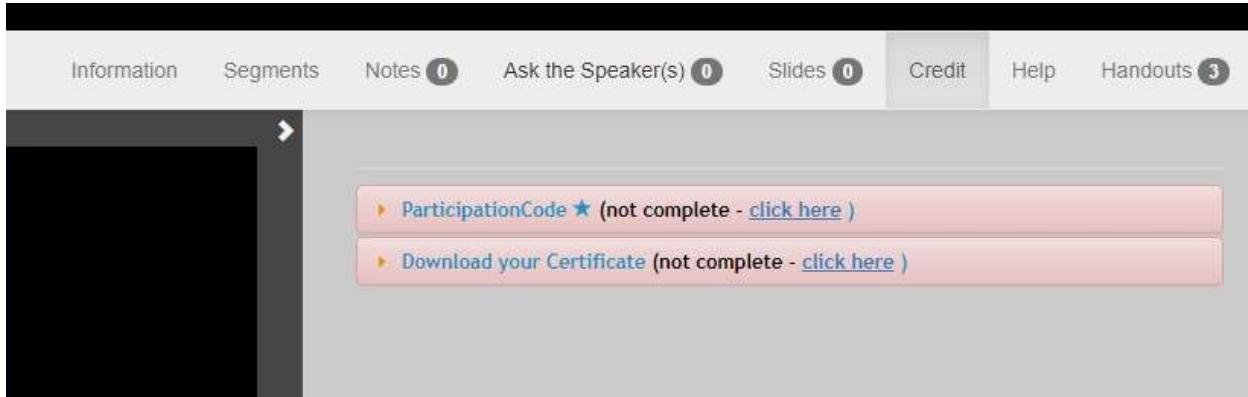
Begin watching the presentation, during the presentation an audible female voice will pause the video and say “the participation code is ____” it will also appear on the screen. You can either: 1. Click the “save the letter code” button or, 2. Write the code down to submit at the end of the presentation.



If you click on “Save letter code” this message will appear at the bottom of the viewer: “You have saved the 1st participation code (_) for this program. You will still need to submit your saved participation codes upon completion of the program.”



Once you complete the video you can click on the “credit” tab at the top of the viewer, third from the right.



Once you submit all participation codes and have completed watching the presentation you will be able to download your “proof of completion” this “proof of completion” is for your records alone and does not equal your certificate for the course.

Once you are done with all of this you can click on the link at the top left corner that says “Return to Classroom” this is where the rest of the videos will be once they become available.