

NDTA 2024 Conference

How to get CE Credit

***Session Codes and Evaluations MUST be submitted
Through CIAO Seminars website
By the deadlines listed below***

PT/PTAs

Submit all session codes/evaluations by **Mon 04/22/24** at 5:00 pm CDT

- Attend **LIVE** sessions
- Login to CIAO website between 04/18/24 and 04/22/24 *instructions on next 3 pages*
- Complete an **Evaluation** for each session attended
- Enter **Session Code** for each session attended
- **NJ and TX PT/PTAs** complete Sign-In Sheets (posted with conference documents). Email or fax to CIAO.

OT/COTAs and SLPs

Submit all session codes/evaluations by **Mon 05/06/24** at 5:00 pm CDT

- Attend **LIVE** or view **Recorded** sessions
- Login to CIAO website between 04/18/24 and 05/06/24 *instructions on next 3 pages*
- Complete an **Evaluation** for each session attended/viewed
- Enter **Session Code** for each session attended/viewed

CONCURRENT SESSIONS

- **PT/PTAs***
 - Can attend ONE of each LIVE concurrent session for CE credit.
 - All individual sessions may also be attended LIVE for CE credit.
 - Maximum total CE hours available for PT/PTAs is ~~16.25~~. **UPDATED to 18.25**
- **OT/COTAs**
 - Can attend ONE of each LIVE concurrent session for CE credit.
 - Can view recording of any session (concurrent or individual) for CE credit.
 - Maximum total CE hours available for OT/COTAs is ~~24.25~~. **UPDATED to 26.25**
- **SLPs**
 - Can attend ONE of each LIVE concurrent session for CE credit.
 - Can view recording of any session (concurrent or individual) for CE credit.
 - Maximum total CE hours available for SLPs is ~~24.25~~. **UPDATED to 26.25**
 - Maximum total ASHA CEUs available for SLPs is 2.6

NOTE: The UPDATED CE Hours are for Judith Bierman's 2hr General Session / *NDT: Lifespan View Evidence from Hands-on Experts*.
Please allow us time to add this session to the conference list.
It should be visible by Friday afternoon when you log in to complete the evaluation and session code.

**PT/PTAs outside of the US may submit evaluations for live and recorded sessions completed.*

Logging in to CIAO's Website

Using Chrome, Firefox or Safari

Go to www.ciaoseminars.com



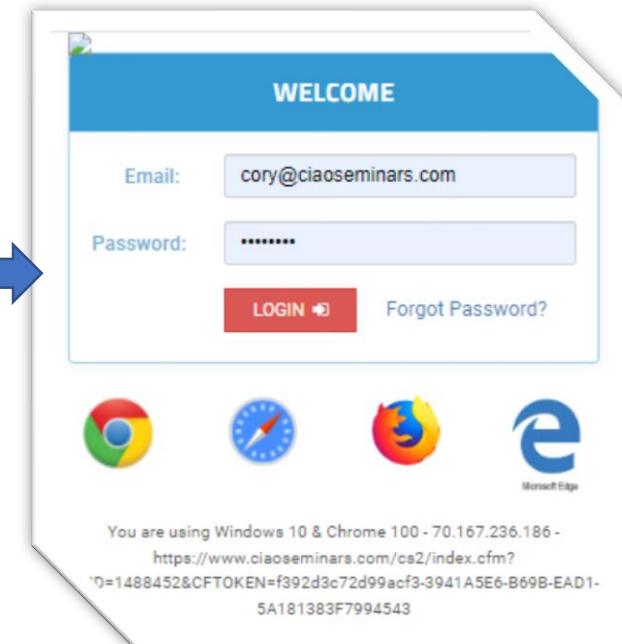
Click Login

Enter your email and password,

Click **LOGIN**.

- email – the one you registered for the conference with
- password - try *ciaotemp* if you don't have one with CIAO

This will take you to **Client Services**

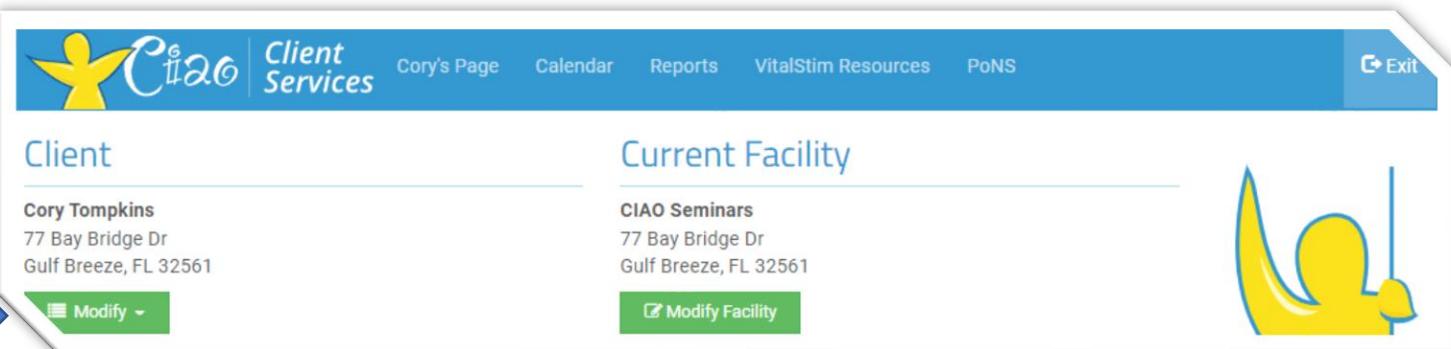


Entering Session Codes and Evaluations Pt1

Client Services

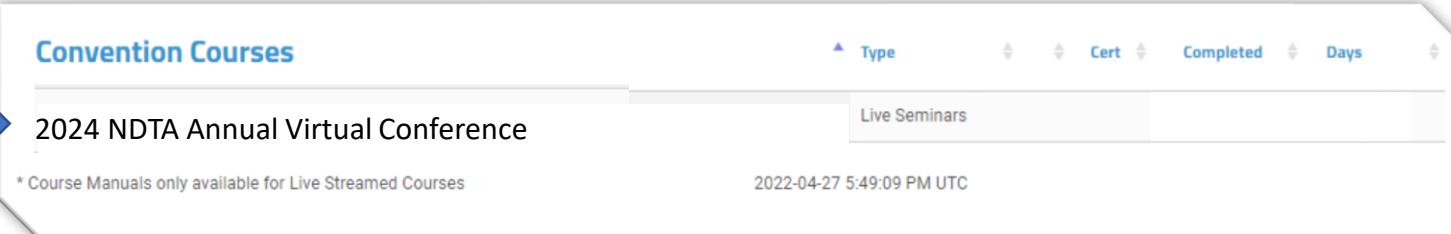
Check that your name and information are correct

Click **Modify** to make any changes to your info or password.



The screenshot shows the CIAO Client Services dashboard. At the top, there is a navigation bar with links to 'Cory's Page', 'Calendar', 'Reports', 'VitalStim Resources', 'PoNS', and 'Exit'. The main area is divided into two sections: 'Client' on the left and 'Current Facility' on the right. The 'Client' section displays the name 'Cory Tompkins' and address '77 Bay Bridge Dr Gulf Breeze, FL 32561', with a green 'Modify' button below it. The 'Current Facility' section displays 'CIAO Seminars' and the same address, with a green 'Modify Facility' button below it. A yellow cartoon character is on the right side of the dashboard.

Click the conference title to enter the Main Course Menu page



The screenshot shows a list of 'Convention Courses'. The first item is '2024 NDTA Annual Virtual Conference', which is highlighted with a blue arrow. Below the course title, there is a note: '* Course Manuals only available for Live Streamed Courses'. To the right of the course list, there are filters for 'Type', 'Cert', 'Completed', and 'Days'. At the bottom, there is a timestamp: '2022-04-27 5:49:09 PM UTC'.

Entering Session Codes and Evaluations Pt2

Main Course Menu

Conference sessions are listed by date



The screenshot shows a table of conference sessions with the following data:

Course Date	Course	Hours	Evaluation
1 04/28/2022	Reaching for Enhanced Function And Participation - Registration	6	Evaluation
2 04/28/2022	Getting Wet To Drive Changes n Function And Participation - Registration	6	04/25/2022
3 04/28/2022	Use Of Meaningful Outcome Measure to Advance Clinical Practice - Registration	2	Evaluation
4 04/29/2022	Clinical Kinesiology Of The Upper Limb - Registration	3.5	04/25/2022
5 04/29/2022	Vibration: An Adjunct To Neuro-Developmental Treatment - Registration	2	Evaluation

For each session attended* in full:

- Click the **Evaluation** button beside session title
- Complete Evaluation Form
- Enter Session Code
- Add any comments
- Click Submit
- Once submitted, the Evaluation button will be replaced by the date completed

**Attended = completed live or viewed entire recording for OT/COTAs, SLPs and international PTs*

ASHA Sheet and PRINTING CERTIFICATE

After completing all session Evaluations:

SLPs – click the **ASHA Sheet** link in the blue bar. Check “yes” or “no” to *Report to ASHA* question, submit.

Click the **Certificate** link to print your certificate.



The screenshot shows a course management system interface. At the top, there is a blue navigation bar with the following items: 'Main Course Menu' (with a house icon), 'Certificate' (with a graduation cap icon), and 'ASHA Sheet' (with a document icon). Two blue arrows point downwards from the text in the previous slide to the 'Certificate' and 'ASHA Sheet' links in the blue bar. Below the bar, the text 'CEU ONLY' is displayed. A table follows, showing course details with columns for 'Course', 'Date', 'Hours', and 'Evaluation'. The table contains the following data:

	Course	Date	Hours	Evaluation
1	Reaching for Enhanced Function And Participation - Registration	04/28/2022	6	Evaluation
2	Getting Wet To Drive Changes n Function And Participation - Registration	04/28/2022	6	04/25/2022
3	Use Of Meaningful Outcome Measure to Advance Clinical Practice - Registration	04/28/2022	2	Evaluation
4	Clinical Kinesiology Of The Upper Limb - Registration	04/29/2022	3.5	04/25/2022
5	Vibration: An Adjunct To Neuro-Developmental Treatment - Registration	04/29/2022	2	Evaluation