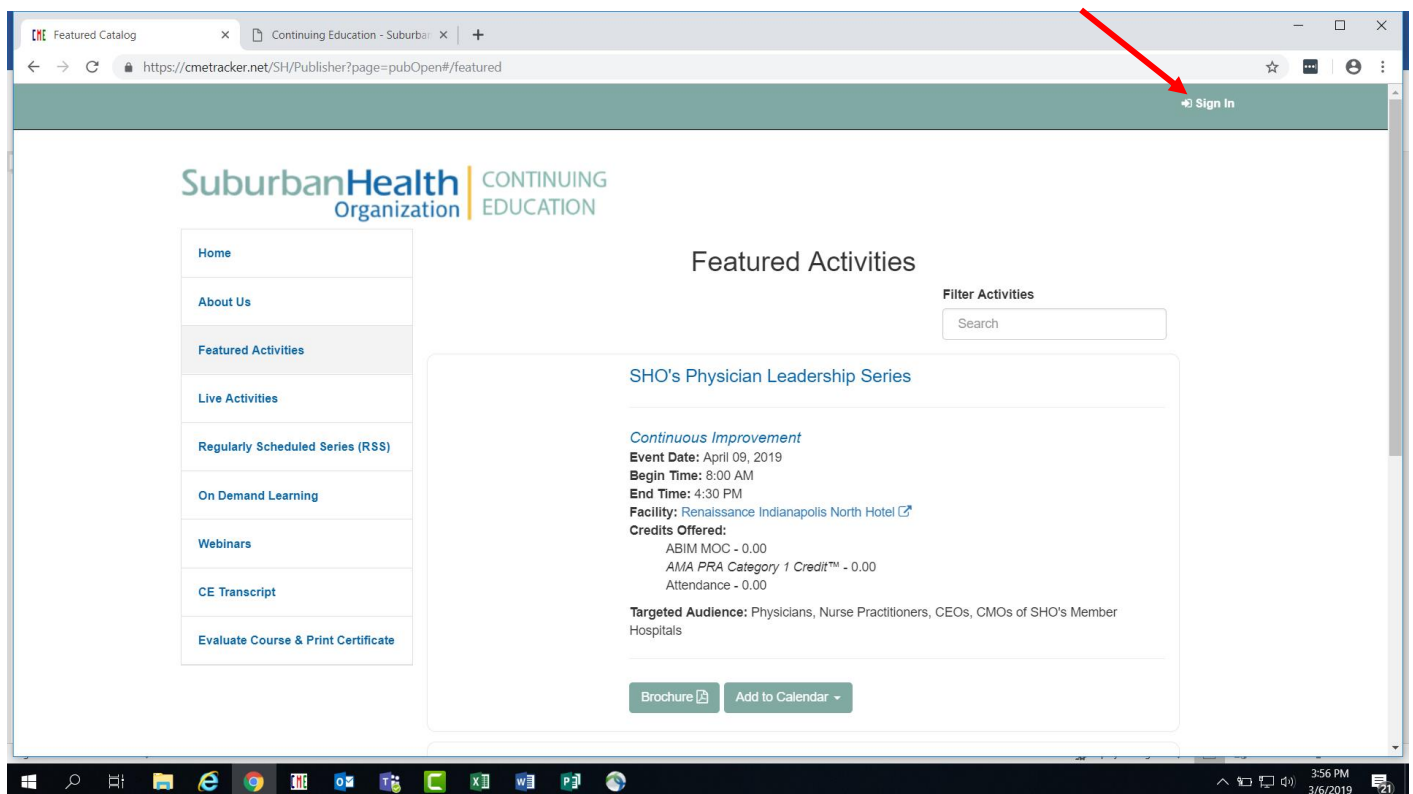


Suburban Health Organization's (SHO) Continuing Education (CE) User Guide for Evaluating Course and Printing Certificates

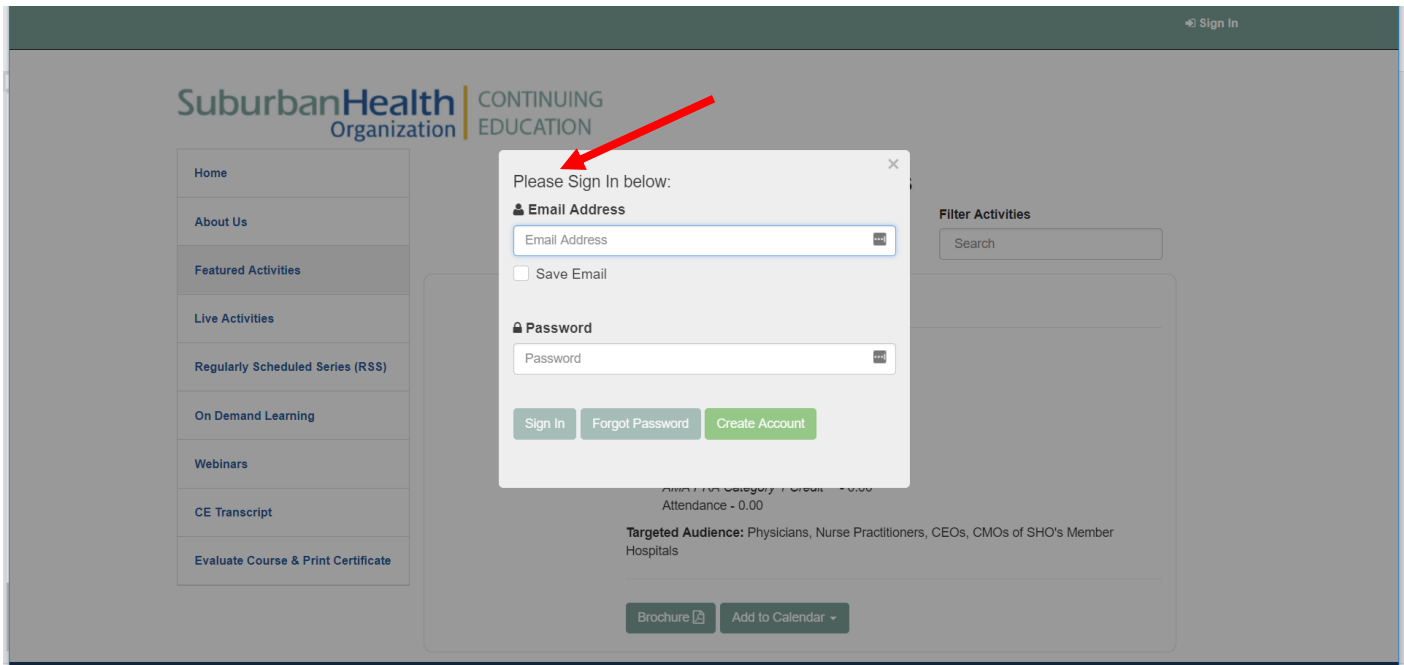
Individuals participating in SHO's CE program can access their evaluations and print their certificates online at <http://ce.suburbanhealth.com>. Please note, if you have saved the previous URL address as a favorite, you will want to update it with this link.

Sign In

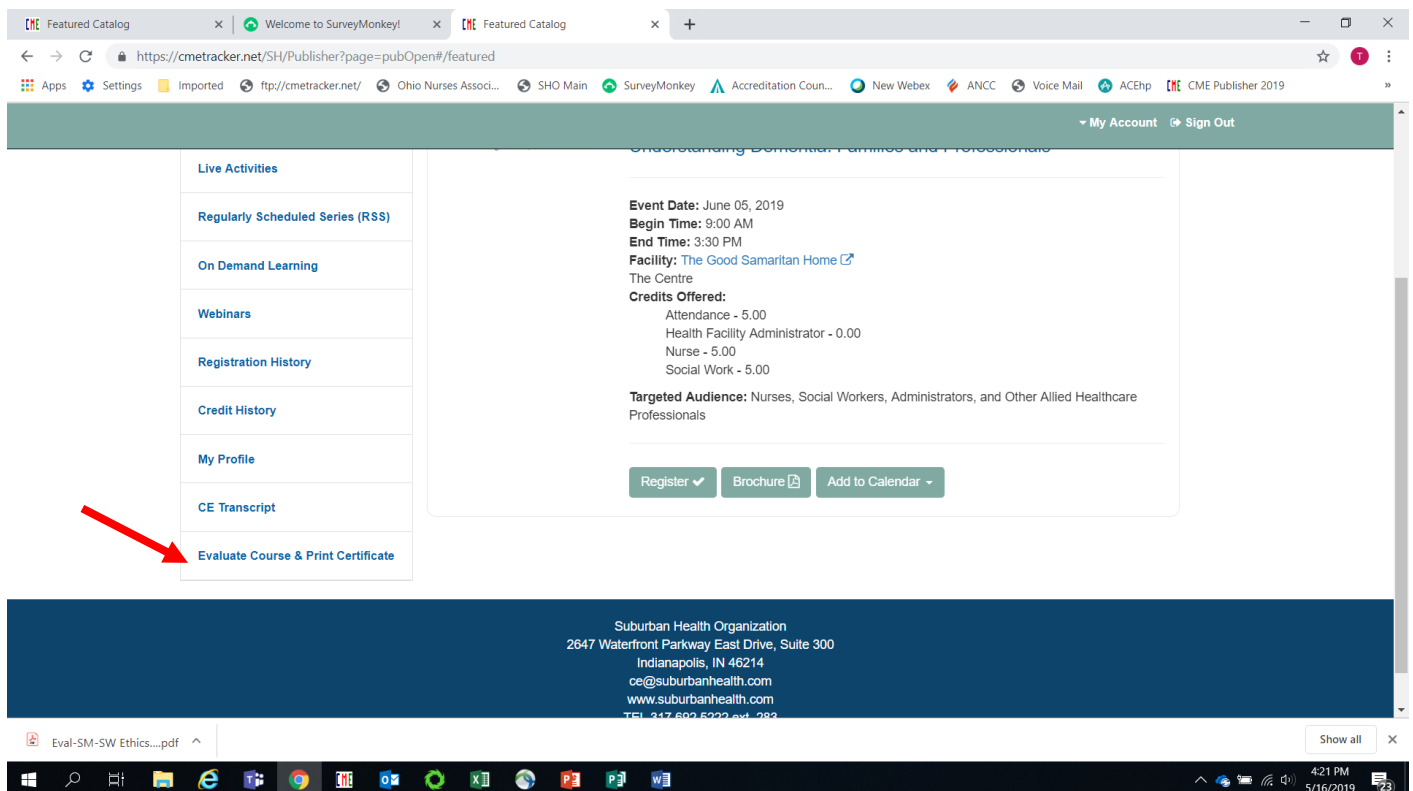
Click "Sign In" at the top of the screen.



Enter your “Email Address” and “Password” into the fields in the pop-up screen. Then click “Sign In”. If you do not know your password, click “Forgot Password” and follow the steps as outlined in the User Guide for Setting Up Your Profile.



Click on “Evaluate Course & Print Certificate” on the left side of the screen.



Enter the Activity code (Passcode) as provided near the end of the activity. Then click Submit.

The screenshot shows a web browser window with the URL <https://cmetracker.net/SH/Publisher?page=pubOpen#/getCertificate>. The page is titled "Evaluate Course and Print Certificate" and features a sidebar with navigation links: Home, About Us, Featured Activities, Live Activities, Regularly Scheduled Series (RSS), On Demand Learning, Webinars, Registration History, Credit History, and My Profile. The main content area has a "Generate Certificate" section with the text "Please Enter your Activity Code:" and a form labeled "Activity Code" with a "Submit" button. A red arrow points to the "Activity Code" input field.

You will be asked to enter the Passcode as provided near the end of the activity a second time.

The screenshot shows a SurveyMonkey evaluation page titled "Overview of the NASW Code of Ethics (Webinar) Evaluation". The page has a dark blue header and a light green background. A white box in the center contains the text: "The passcode for this webinar was provided near the end of the webinar. It is required to claim your credits." Below this text is a form labeled "Please enter the passcode provided." with a "SUBMIT PASSCODE" button. A red arrow points to the passcode input field.

Complete the evaluation.

Overview of the NASW Code of Ethics (Webinar) Evaluation

Participant Evaluation

Please complete the evaluation in order to receive your credits.

OK

1. Please rate the following statements using the scale provided.

Strongly Agree Agree Disagree Strongly Disagree

0 of 7 answered

After completing and submitting the evaluation, a Certificate screen will appear. All eligible credits will be listed. Please enter the credits you qualify for in the appropriate fields. For example, if you qualify for Social Worker Credits and Attendance Credits, you will enter the amount of time (in hours) that you participated in each field. If other credit options are available, but you only qualify for Attendance because you are not one of the professions listed, then only claim attendance. When done, click submit.

Certificate

Certificate Preparation

An Overview of the NASW Code of Ethics Effective 01/01/2018

Please type the number of credits you attest to earning for this activity alongside the credit type you are claiming.

Learners should claim only the credit commensurate with the extent of their participation in the activity.

Credit Type & Hours	Claim Credit Hours
Attendance : 1.50	<input type="text"/>
Social Work : 1.50	<input type="text"/>

A certificate will appear showing credits earned for each appropriate credit type. You can print your certificate or save it electronically as a PDF.

The screenshot displays a web browser window with multiple tabs. The active tab is titled 'Certificate' and shows the URL <https://cmetracker.net/SH/Publisher?page=pubOpen#/certificate>. The browser's address bar and tabs are visible at the top. Below the browser window, a Windows taskbar is shown with various application icons including File Explorer, Microsoft Word, and Microsoft Excel. The main content of the browser window is a 'Certificate of Participation' page. The page has a green header with 'My Account' and 'Sign Out' links. A sidebar on the left contains a list of navigation links: 'About Us', 'Featured Activities', 'Live Activities', 'Regularly Scheduled Series (RSS)', 'On Demand Learning', 'Webinars', 'Registration History', 'Credit History', 'My Profile', 'CE Transcript', and 'Evaluate Course & Print Certificate'. The main content area is titled 'Certificate' and contains the following text: 'Thank you for participating in an educational activity for Suburban Health Organization.' Below this is a 'Print Certificate' button. The certificate itself is titled 'CERTIFICATE OF PARTICIPATION' and states: 'Suburban Health Organization certifies that Terri Neaderhiser, LSW, CCM has participated in the titled An Overview of the NASW Code of Ethics Effective 01/01/2018 on May 16, 2019'. At the bottom of the certificate, there is a small disclaimer: 'This activity was 1.50 Clock Hours. Suburban Health Organization is an accredited / approved continuing education provider for physicians (ISMA), nurses (ONA), and social workers (IBHHSLEB). Individuals claiming credits for this activity may be asked to provide the activity promotional flyer, agenda, and/or a description of the activity, including the objectives, content, and speakers for the activity when audited by their licensing or certification boards. Terri Neaderhiser, LSW, CCM is awarded 1.50 Category I Continuing Education Credits. The Indiana Behavioral Health and Human Services Licensing Board certifies: Suburban Health Organization has been evaluated and approved to offer Category I continuing education to social workers, clinical social workers, and clinical mental health counselors.' A 'Show all' button is located at the bottom right of the certificate area.

Questions may be directed to SHO's CE Staff by phone at 317-692-5222, ext. 283 or by email at ce@suburbanhealth.com.