

Instructions for the Evaluation and Certificate Completion Process

Collaborative Solutions, Inc. (ACE Provider Approval #1548) is approved to offer social work continuing education by the Association of Social Work Boards (ASWB) Approved Continuing Education (ACE) program. Organizations, not individual courses, are approved as ACE providers. State and provincial regulatory boards have the final authority to determine whether an individual course may be accepted for continuing education credit. Collaborative Solutions, Inc. maintains responsibility for this course(s). ACE Provider Approval Period: 05/16/2021 - 05/16/2024.

Collaborative Solutions, Inc. is also recognized by the New York State Department of Education's State Board for Social Work as an approved provider of continuing education for *Licensed Master Social Workers (LMSWs)* or *Licensed Clinical Social Workers (LCSWs)* in New York State (Provider #SW-0651).

The following criteria must be met before CE Certificates will be issued.

- Attendees must attend the session(s) of their choice in its entirety (and are encouraged to turn on their cameras if attending virtually),
- Attendees must complete an evaluation for each session attended (eligible credits are noted on the agenda), - AND –
- Attendees must complete the overall conference evaluation.

All Evaluations MUST be completed by **June 16, 2023, 11:59 PM EST**. After this date and time, the evaluation platform is scheduled to lock automatically. A certificate with approved CE credit(s) will be issued by **July 21, 2023**. However, we will start processing certificates as evaluations are completed.

Please email Theresa Nabors (Theresa@collaborative-solutions.net) if you have a high priority request due to timeline issued by your governing body.

Step-by-Step Guidance

Step 1:

Log into your account.

You may go directly to the "Evaluation" button on the website and conference app.

You may also login from a computer by going to the conference website under the "**Evaluations**" tab.

If you forgot, or do not know, your password select "**Forgot Password**" and it will be emailed to you.

Step 2:

You should see the following screen:



TASKS (You have 3 left to complete out of a total 4 assigned tasks)

- ✔ Update Professional Information
- ✘ Select Sessions Attended and Complete Evaluation Questions
- ✘ Complete Overall Conference Evaluation
- ✘ Download/Print Certificate of Completion



COMPLETED EVALUATIONS

No sessions have been selected.

As you complete each section, the circles will become green ✔.

Under "Tasks" choose "Select Sessions Attended and Complete Evaluation Questions."

Step 3:

Select the date and time of the session you attended

Filter by Date All Dates

Wednesday, May 23rd Expand

- 8:30 AM - 12:00 PM (2)
- 1:30 PM - 3:30 PM (1)
- 3:45 PM - 5:00 PM (6)
- 5:30 PM - 7:00 PM (1)

Thursday, May 24th Expand

- 8:30 AM - 9:45 AM (1)
- 10:00 AM - 11:15 AM (7)
- 11:30 AM - 12:45 PM (7)
- 2:15 PM - 3:30 PM (7)
- 3:45 PM - 5:00 PM (7)

Friday, May 25th Expand

- 8:30 AM - 9:45 AM (1)
- 10:00 AM - 11:15 AM (6)

Friday, May 25th Expand

- 8:30 AM - 9:45 AM (1)
- 10:00 AM - 11:15 AM (6)

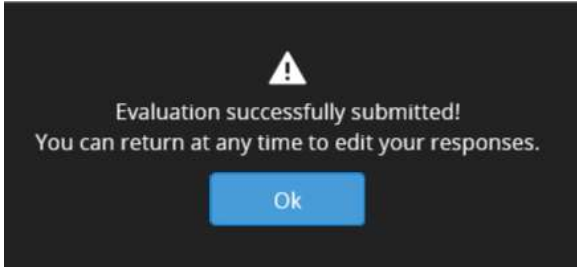
10:00 AM - 11:15 AM	(610) Establishing and Implementing Continuous Quality Improvement in HIV Supportive Housing Programs	1.25hrs	<button>Start Evaluation</button>
10:00 AM - 11:15 AM	(611) Compassionate Care: Why Mindfulness in Medicine Matters	1.25hrs	<button>Start Evaluation</button>
10:00 AM - 11:15 AM	(612) Massachusetts HIV Clinics Collaborate with the Department of Public Health to Re-engage PLWHIV/AIDS; Ending the Epidemic via Outreach	1.25hrs	<button>Start Evaluation</button>

Step 4:

Two-step Process: Complete the survey and submit the evaluation.



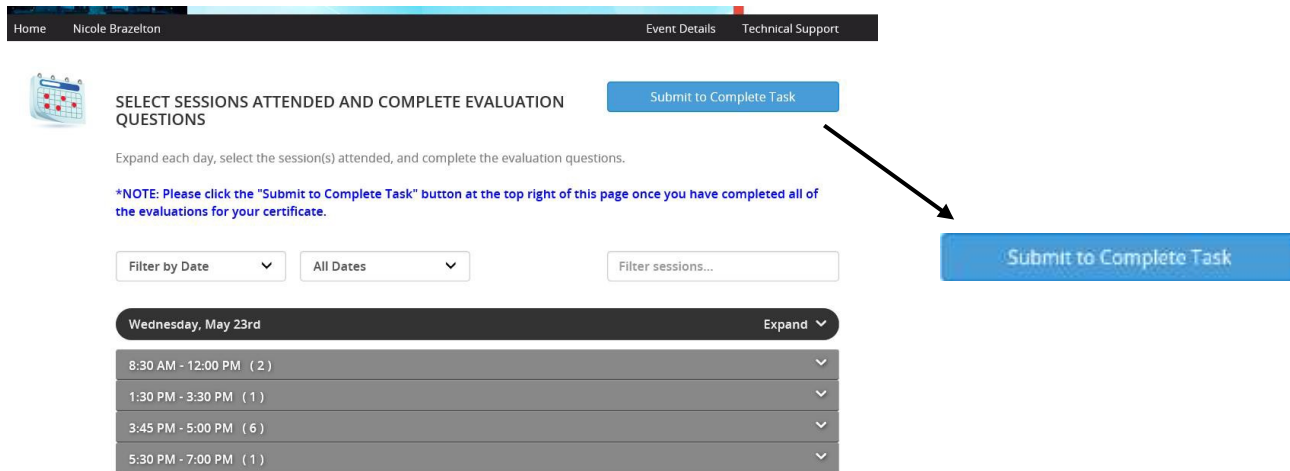
A box will appear stating that the evaluation has been successfully submitted.



REPEAT this step until you have completed evaluations for each session you attended.

Step 5:

Important Note: Once you have completed evaluations for the individual sessions you attended, you must click the **“Submit to Complete Task”** button to complete this section (located at the top, right side of the screen).

A screenshot of a web application interface for completing evaluations. At the top, there is a navigation bar with "Home", "Nicole Brazelton", "Event Details", and "Technical Support". Below the navigation bar, there is a header section with a calendar icon, the text "SELECT SESSIONS ATTENDED AND COMPLETE EVALUATION QUESTIONS", and a blue "Submit to Complete Task" button. Below the header, there is a note: "*NOTE: Please click the 'Submit to Complete Task' button at the top right of this page once you have completed all of the evaluations for your certificate." Below the note, there are three filter boxes: "Filter by Date" with a dropdown arrow, "All Dates" with a dropdown arrow, and "Filter sessions...". Below the filters, there is a section for "Wednesday, May 23rd" with an "Expand" dropdown arrow. Underneath, there is a list of sessions with their times and counts, each with a dropdown arrow: "8:30 AM - 12:00 PM (2)", "1:30 PM - 3:30 PM (1)", "3:45 PM - 5:00 PM (6)", and "5:30 PM - 7:00 PM (1)". To the right of the screenshot, there is a larger blue "Submit to Complete Task" button with an arrow pointing from the button in the screenshot to this larger one.

Step 6:

Go back to "Tasks" and select, "Complete Overall Evaluation Conference Evaluation."



TASKS (You have 1 left to complete out of a total 4 assigned tasks)

- ✔ Update Professional Information
- ✔ Select Sessions Attended and Complete Evaluation Questions
- ✔ Complete Overall Conference Evaluation
Evaluation started Tuesday, June 5th, 2:08 PM and completed Tuesday, June 5, 2:16 PM
- ✘ Download/Print Certificate of Completion



COMPLETED EVALUATIONS

- Opening Reception with Represent Barbara Lee (presented by Gilead) [Remove This](#)
- U=U: A Federal Perspective on Policy and Practice and the Implication for Social Work [Remove This](#)
- U=U: A Community Approach to Ending HIV Epidemic [Remove This](#)

Step 7:

- Go back to "Tasks." A list of completed evaluations will appear at the bottom of the screen.
- If you are missing a session, go back to "Select Sessions Attended and Complete Evaluation Questions" and repeat the steps outlined in this document.

Attendance for each session with completed evaluation will be checked before issuing CE certificate. Certificate with approved CE credit will be issued by **July 21, 2023**.



TASKS (You have 0 left to complete out of a total 4 assigned tasks)

- ✔ Update Professional Information
- ✔ Select Sessions Attended and Complete Evaluation Questions
- ✔ Complete Overall Conference Evaluation
Evaluation started Tuesday, June 5th, 2:08 PM and completed Tuesday, June 5, 2:16 PM
- ✔ Download/Print Certificate of Completion



COMPLETED EVALUATIONS

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- U=U: A Federal Perspective on Policy and Practice and the Implication for Social Work [Remove This](#)
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Questions?

Contact Theresa Nabors, Program Associate

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