

{ CONGRATULATIONS }

By participating in this event you earned Compliance Certification Board Continuing Education Units (CCB CEUs). You must report your CCB CEUs in order to meet CCB Certification Exam or Renewal requirements. Unreported credits do NOT fulfill continuing education requirements. Always keep a copy of CCB Certificates for your personal records. If you forgot your login or password or would like assistance creating an account, email CCB@compliancecertification.org or call 952-988-0141.

{ HOW TO REPORT EARNED CEUs }

► ONLINE CEU ACCOUNT PORTAL:

1. Go to <http://compliancecertification.org/>
 - Click **My CEU Account**
 - Click your **CCB certification type** (if unsure, click any type)
2. Enter **Login and Password** (or click Create Account if you do not have one yet)
3. Click **Add CEUs** link in your account dashboard
4. Click **Pre-Approved Events link** (bottom of page)
5. Refer to CCB CEU certificate to **enter the following details:**
 - a. First, select the **Correct Date and Title** of your event from the drop down menu
 - b. Next, enter the **Total CCB CEUs** you earned at your event
 - c. Then, enter **Program Code** from the bottom of your certificate
6. Click the **attestation** check box
7. Click **Submit** to complete your upload (you will receive confirmation if submission is successful)

► **EMAIL:** Add your name to the CCB CEU certificate and save a copy. Email a signed copy to ccb@compliancecertification.org as an attachment. We will confirm receipt via email. Credits will be added directly to your CCB CEU account and will be viewable online.

► **FAX:** Add your name to the CCB CEU and save a copy. Fax a copy to (952)-988-0146 Attn: CCB. Faxes are digital and we will confirm receipt via email. Credits will be added directly to your CCB CEU account and will be viewable online.

► **MAIL:** Add your name to the CCB CEU certificate and save a copy. Mail a print copy to:

Compliance Certification Board
6500 Barrie Rd, Ste 250
Minneapolis, MN 55435

All credits submitted to CCB will be added directly to your CCB CEU account and will be viewable online within several weeks of submission. You can view the status of submitted CCB CEUs anytime by logging into your account. Thank you for participating in a CCB Approved Program.

