

Innovation to Transformation

2012 QSEN National Forum

Continuing Education Credit and Certificate of Completion

The 2012 QSEN National Forum conference evaluation and CE certificate will be available via the internet. An email will be sent to you after the last day of the conference. Upon completion of the conference evaluation and identification of the sessions that you attended, a printable certificate of completion with CE credit for the sessions you attended will be available. The program evaluation and CE selections will take less than 10 minutes of your time to complete online.

INSTRUCTIONS

- Please make sure we have your correct e-mail when you sign in at registration, as you will receive a message via e-mail asking you to complete the survey which will include a direct link to the survey and certificate.
- When you receive the email, click on the hyperlink to the survey or cut/paste the link into your browser and answer the questions. Your answers and comments are very helpful in planning future forums.
- At the end of the survey, you will be asked to enter the hours (#hours are listed for you) for the sessions that you attended. All concurrent sessions are 1.5 hrs., the Endnote is .75hrs and the evaluation is .25hrs. To claim credit for a session, you must be present for the entire session.
- The totals box will automatically total your contact hours. This is the total contact hours earned. * Make a note of your total contact hours as you will need to enter this number on the certificate.
- Upon completion of entering all information, click on the arrow button located on the bottom right side of the page. Clicking on the arrow button will open the certificate.
- When the certificate appears, click on the blank area and type in your name.
- Select the provided box and enter the total contact hours earned.
- The certificate will be ready to print and/or save it to a file for your records.
- The survey and certificate **must be completed by June 17th, 2012**. The link will not be active after June 17, 2012.

If you do not receive the e-mail by June 4, 2012, please contact the Center for Lifelong Learning at the UNC-Chapel Hill School of Nursing office at: nursing_cll@unc.edu or call (919) 966-3638. On occasion a carrier may not allow the message to be delivered due to firewalls or it may be accidentally sent to your junk mail folder.

**On the back of this page we have provided a table of the sessions for your convenience
To keep track of the sessions you attend.**

Select the attended box for every session that you attend. This will allow you to easily keep track of the sessions you attend that will be later be entered into your online evaluation and certificate.

Day/Date	Time	Contact Hours	Session	Attended
Wednesday, May 30	1:00PM to 2:30pm	1.5 hour	Special Session	
Wednesday, May 30	3:00pm to 4:30 pm	1.5 hour	Keynote Address	
Thursday, May 31	8:30am to 10:00am	1.5 hour	Morning Concurrent Session	
Thursday, May 31	10:30am to 12:00noon	1.5 hour	Morning Concurrent Session	
Thursday, May 31	1:00pm to 2:30pm	1.5 hour	Afternoon Concurrent Session	
Thursday, May 31	3:00pm to 4:30pm	1.5 hour	Afternoon Concurrent Session	
Friday, June 1	8:30am to 10:00am	1.5	Morning Concurrent Session	
Friday, June 1	10:30 to 11:15	.75	Endnote Session	
	The online form will automatically total your hours			