

Thank you for registering for an ASFA webinar! Please find below some helpful information to ensure you take full advantage of this educational experience.

Before the Webinar

Information on how to join the webinar will be sent to the email address you used to register the week the webinar is scheduled to take place. In this email you will also receive a PDF copy of the presentation for your reference.

We recommend using the 'Test My Computer' link on the ReadyTalk website (<http://www.readytalk.com/rt/test-computer.php>) before the day of the webinar to make sure the program runs well on your computer. This will avoid technical problems occurring on the day of the webinar.

Joining the Webinar

You will hear the presentation over broadcast audio – **you need to have your computer speakers turned on and the volume up to hear the presentation.**

During the webinar you can ask questions by typing into the chatbox. Phone questions will be taken at the end of the presentation.

After the Webinar

You will receive an email after the webinar containing two links to the webinar evaluation – one for CEU credits and one for CMLE credits.

Please complete the appropriate survey within two weeks of the webinar presentation date. Your CEU/CMLE certificate will be automatically generated after completing the survey. You will be able to access the certificate through your ASFA profile.

How to Access Your CEU/CMLE Certificate

1. Log in to your ASFA account.
2. Click on 'Manage Profile' in the right-hand menu.
3. Under the heading 'Content & Features' click on the 'Professional Development' icon.
4. Click on the tab 'Certifications/Programs'.
5. To view/print your certificate click on the certificate icon to the left of the title.