CUPA-2023: Process To Earn CEUs

Tim Snellings, CalCUPA Webmaster

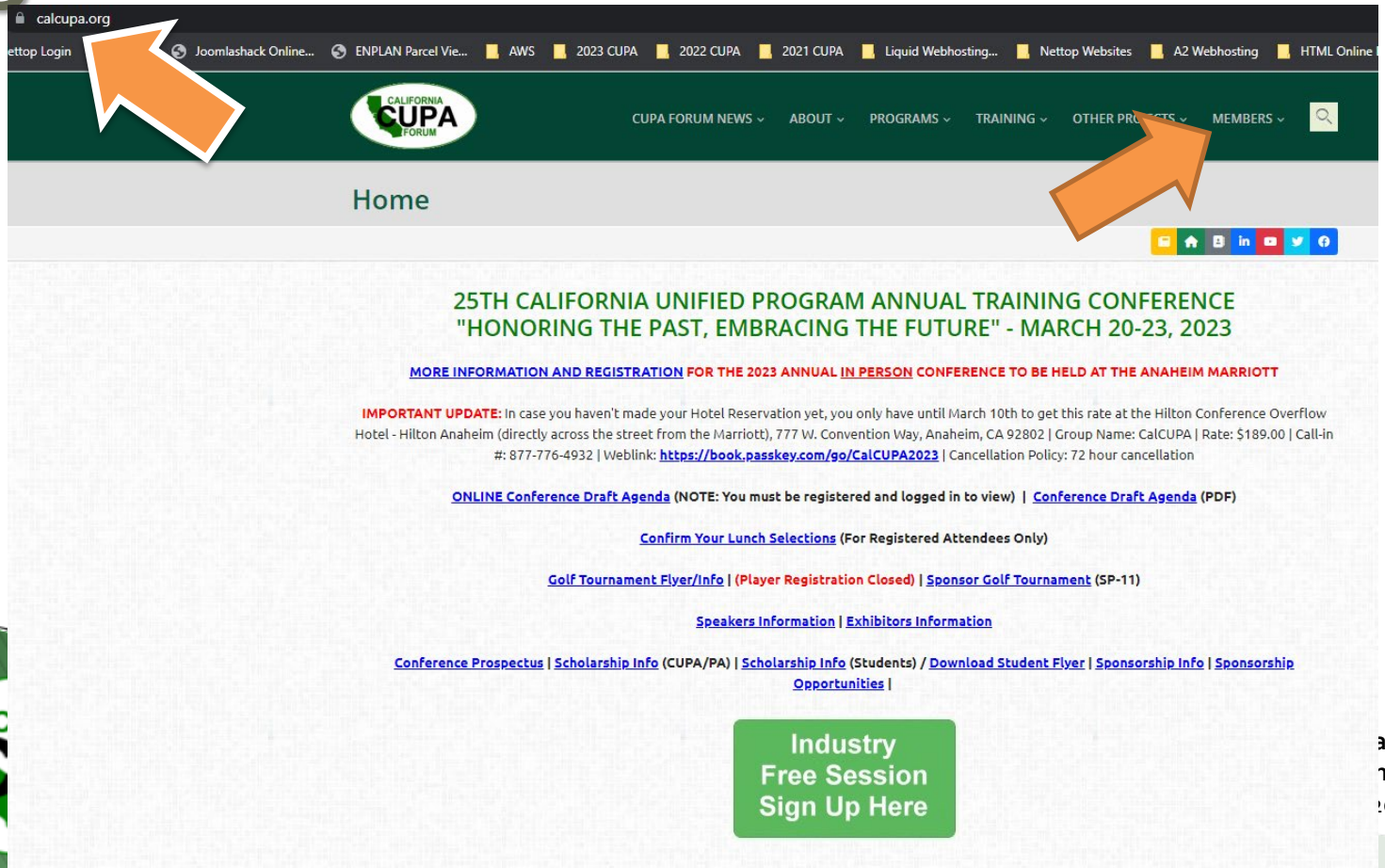
For March 20-23, 2023 Conference

25th California Unified Program
Annual Training Conference
March 20 – 23, 2023

Overview of process to earn CEUs

1. You must have a calcupa.org account
2. You must be registered for the event
3. You must build your "My Itinerary"

Begin HERE



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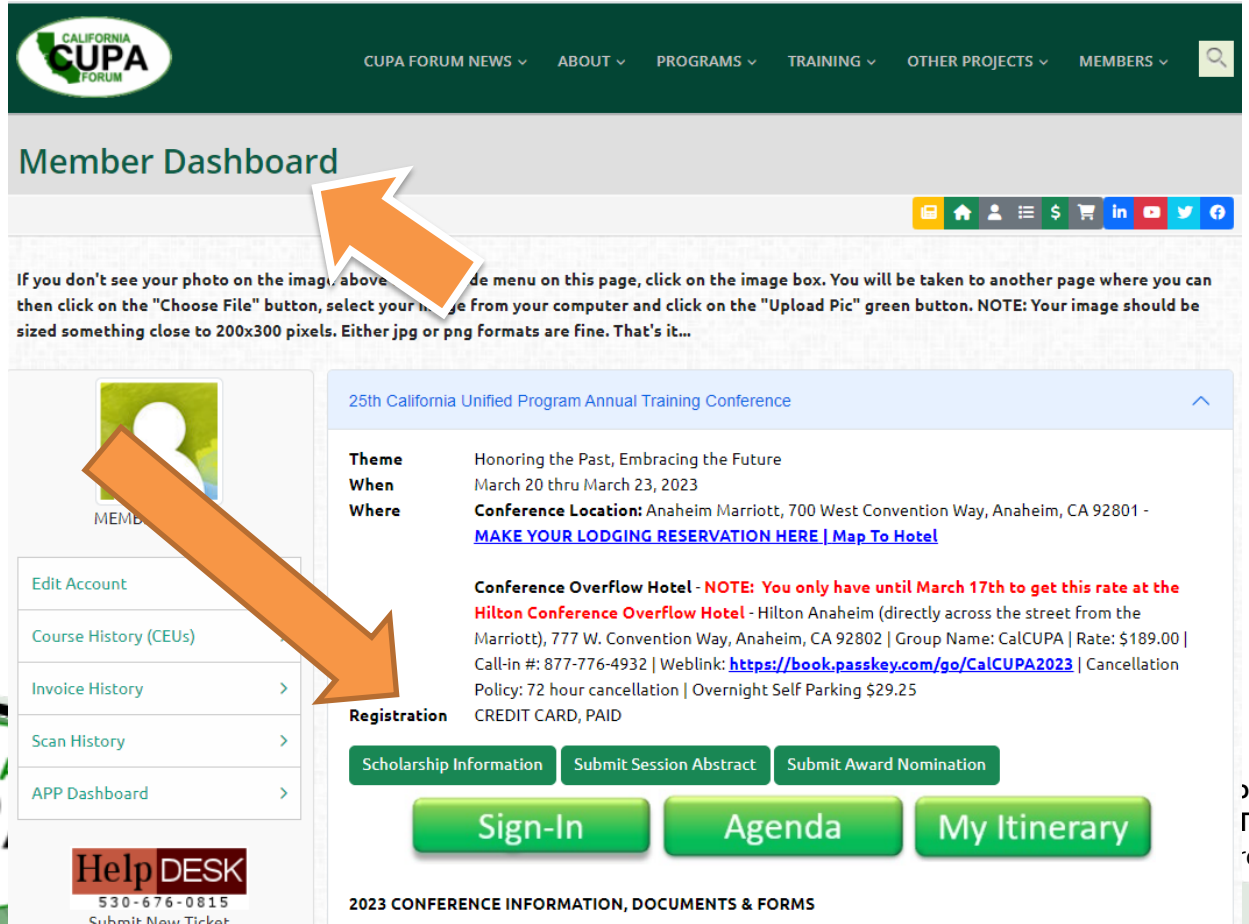
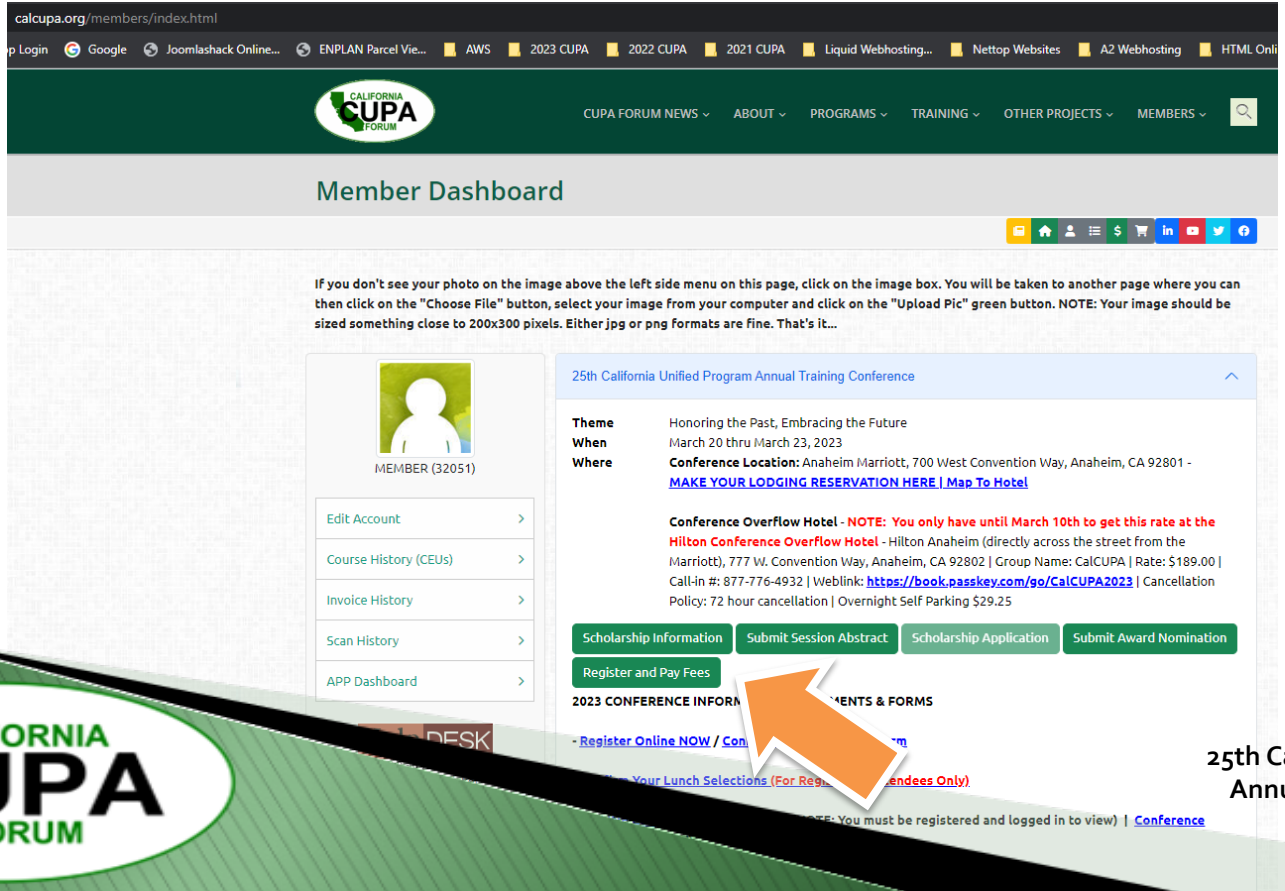
Am I Registered?



Next Step – Register for Conference



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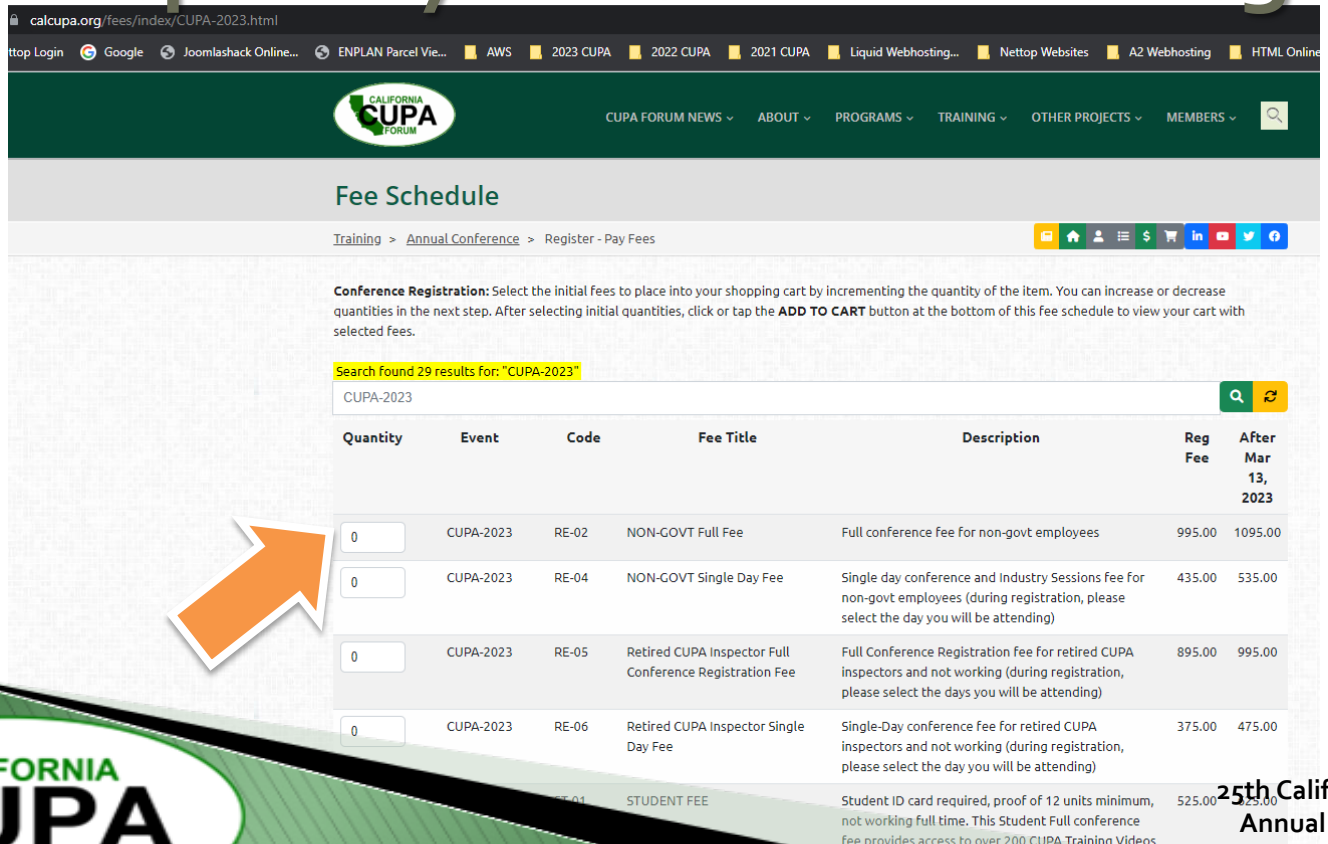
Next Step – Pay for Conference Reg Fee



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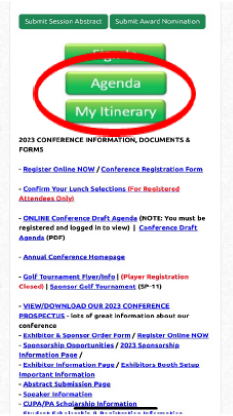
Check In/Out Instructions

SESSION CHECK IN/OUT INSTRUCTIONS

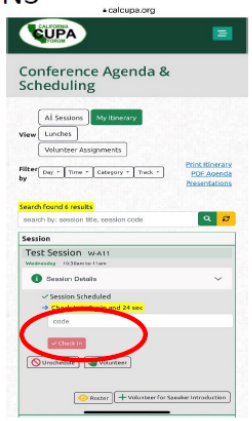
1. Sign-in to your member's account at calcupa.org.



2. Scroll down and Click the green

My Itinerary

to view your Sessions that you added from the Agenda or Click on Agenda to Select/Add Sessions to your Itinerary.



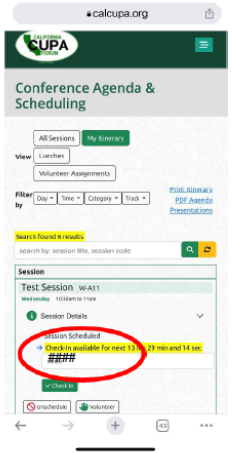
3. Find the correct Session you've added to your itinerary. A red button will

Check in

appear for check in.

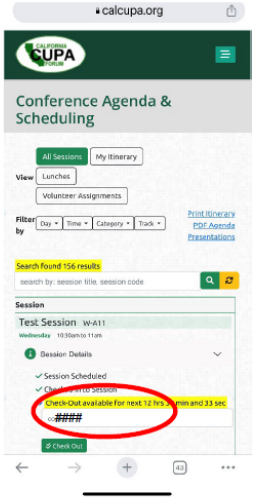
4. Before the Session starts, the check in button will turn green.

Check in



5. Enter the unique four digit check in code written on the easel at the front of the room. Please write down the check in code for your reference.

6. Click Check-in.



7. Before the Session is about to end, the check out button will turn green.

Check Out

8. Enter the unique four digit check out code written on the easel at the front of the room. Please write down the check out code for your reference.

For questions and technical assistance, please go to the CUPA Kiosk.

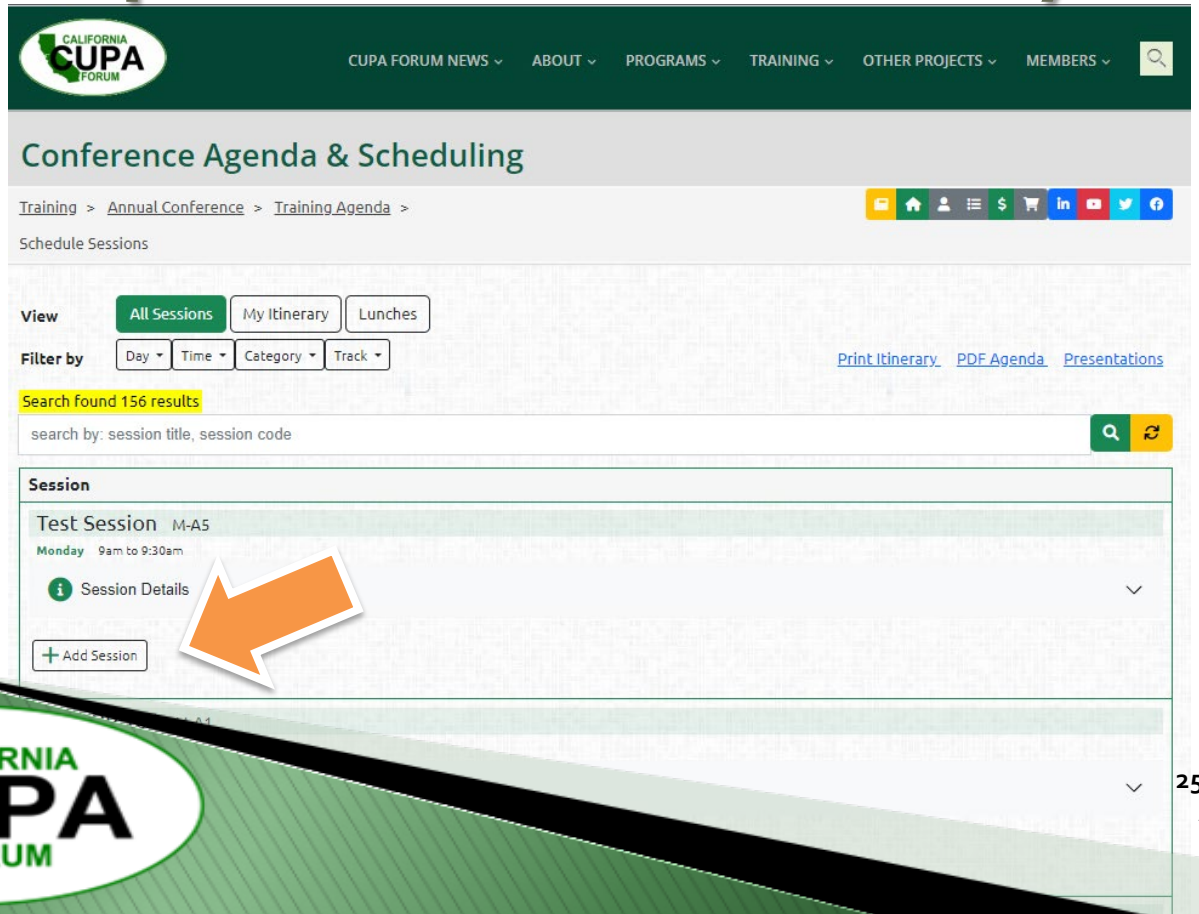
9. Click Check-Out.

Be sure to complete the Session Evaluation to receive your CEUs.

ified Program Conference

3, 2023

Next Step – Add Sessions to My Itinerary



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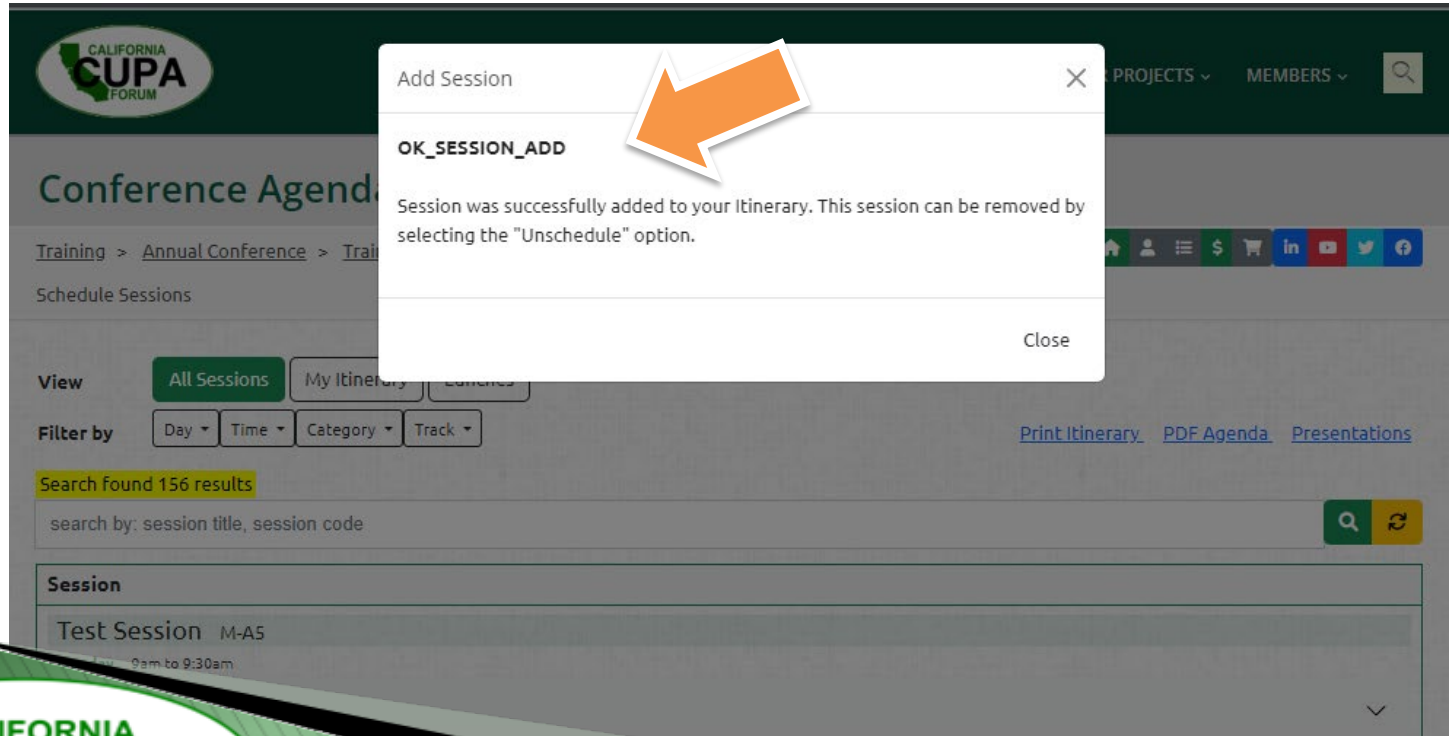
Next Step – Add Sessions to My Itinerary



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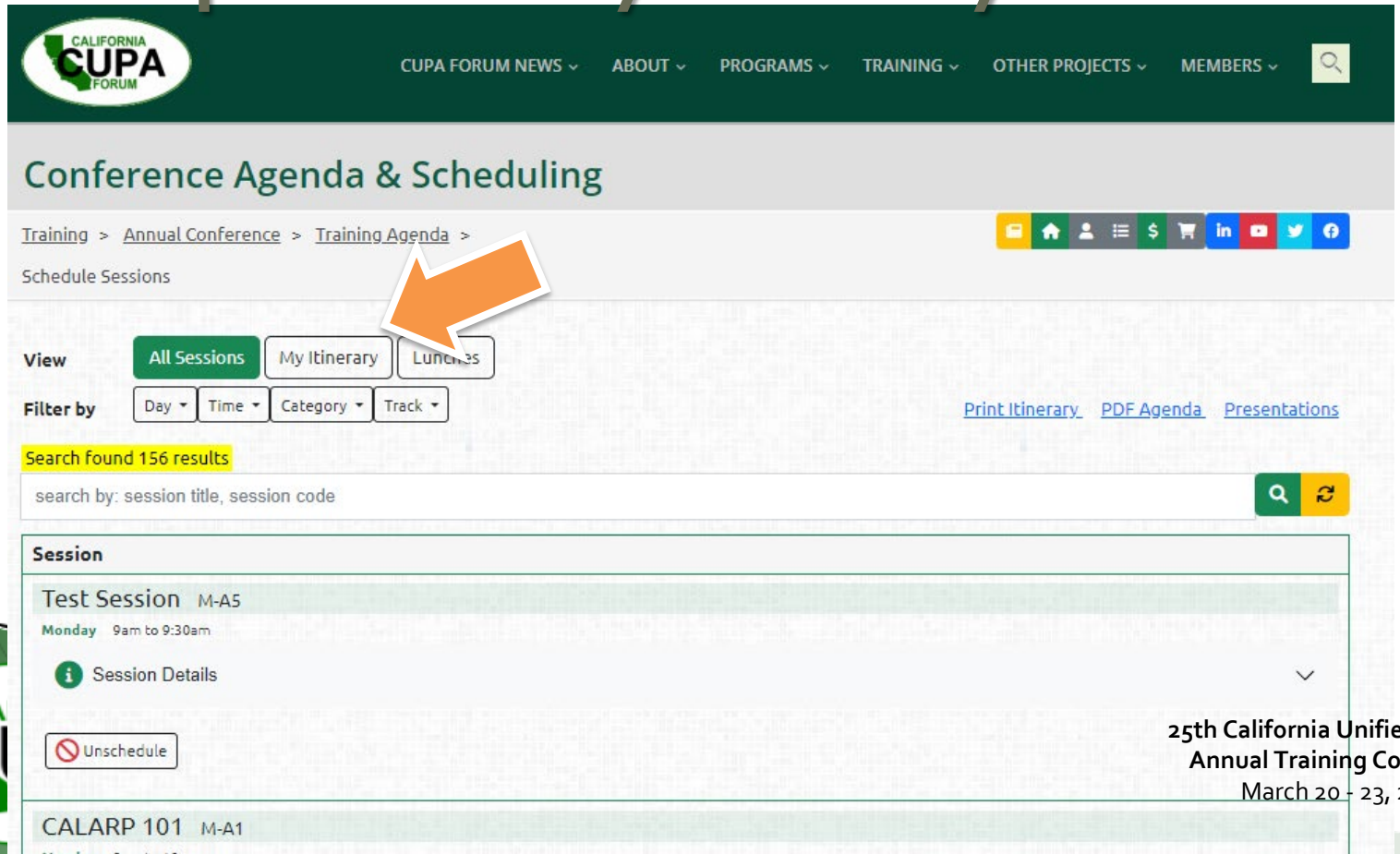
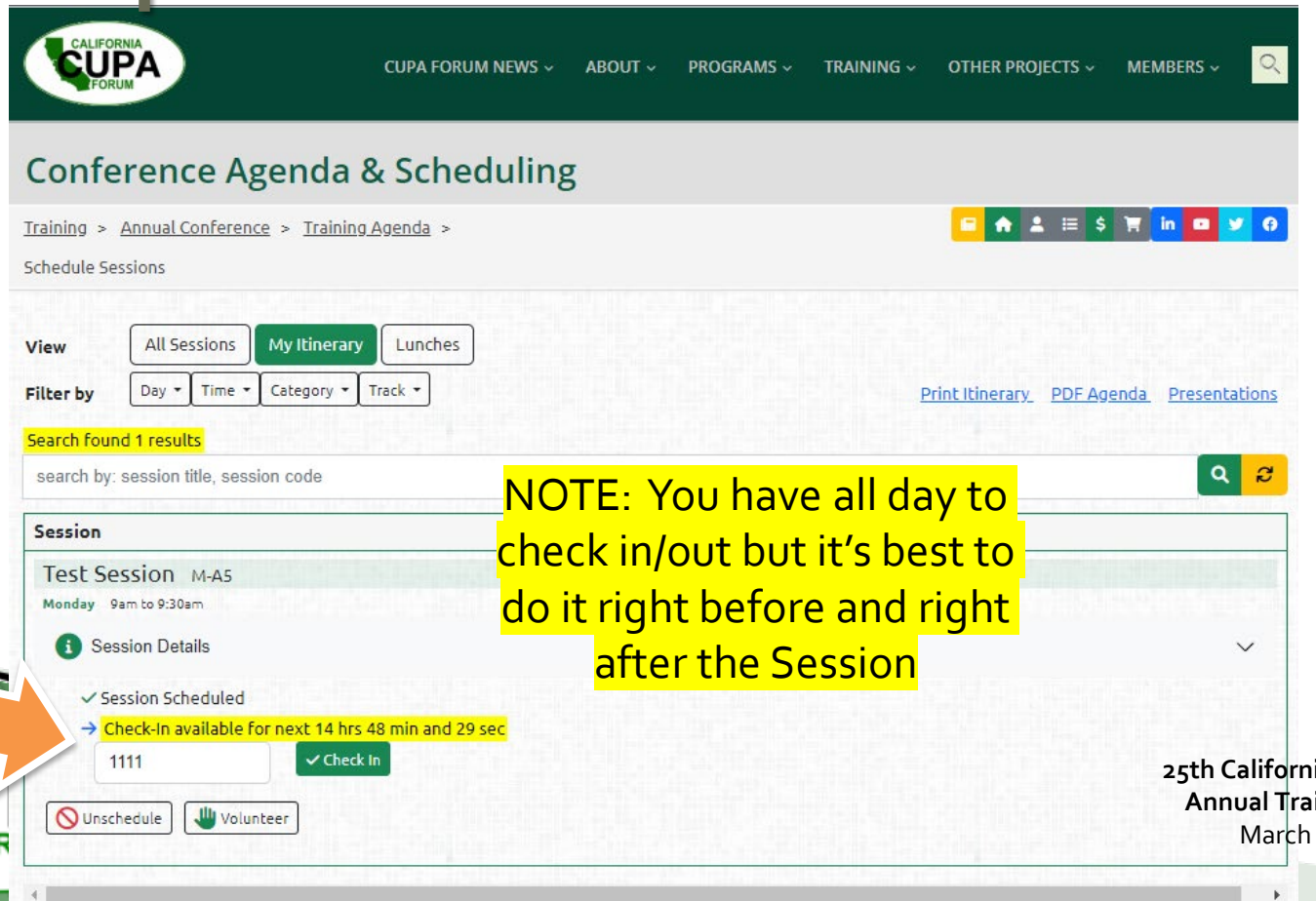
Next Step – View My Itinerary

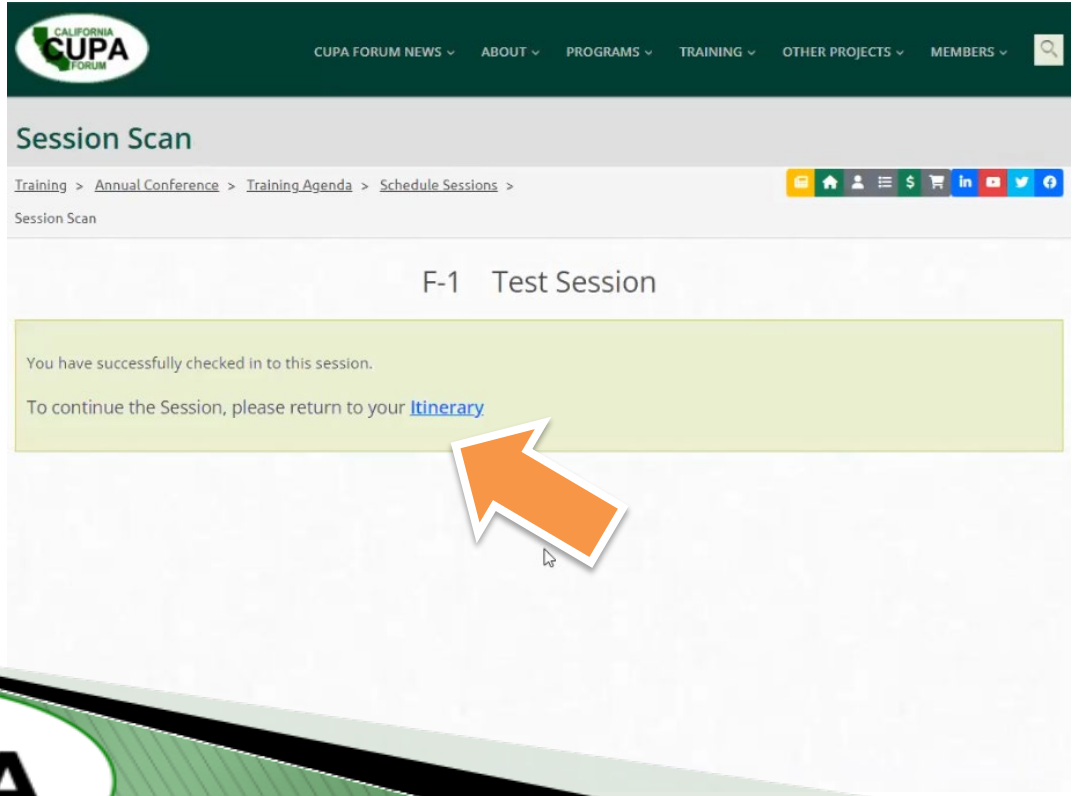


Next Step – Check In to the Session

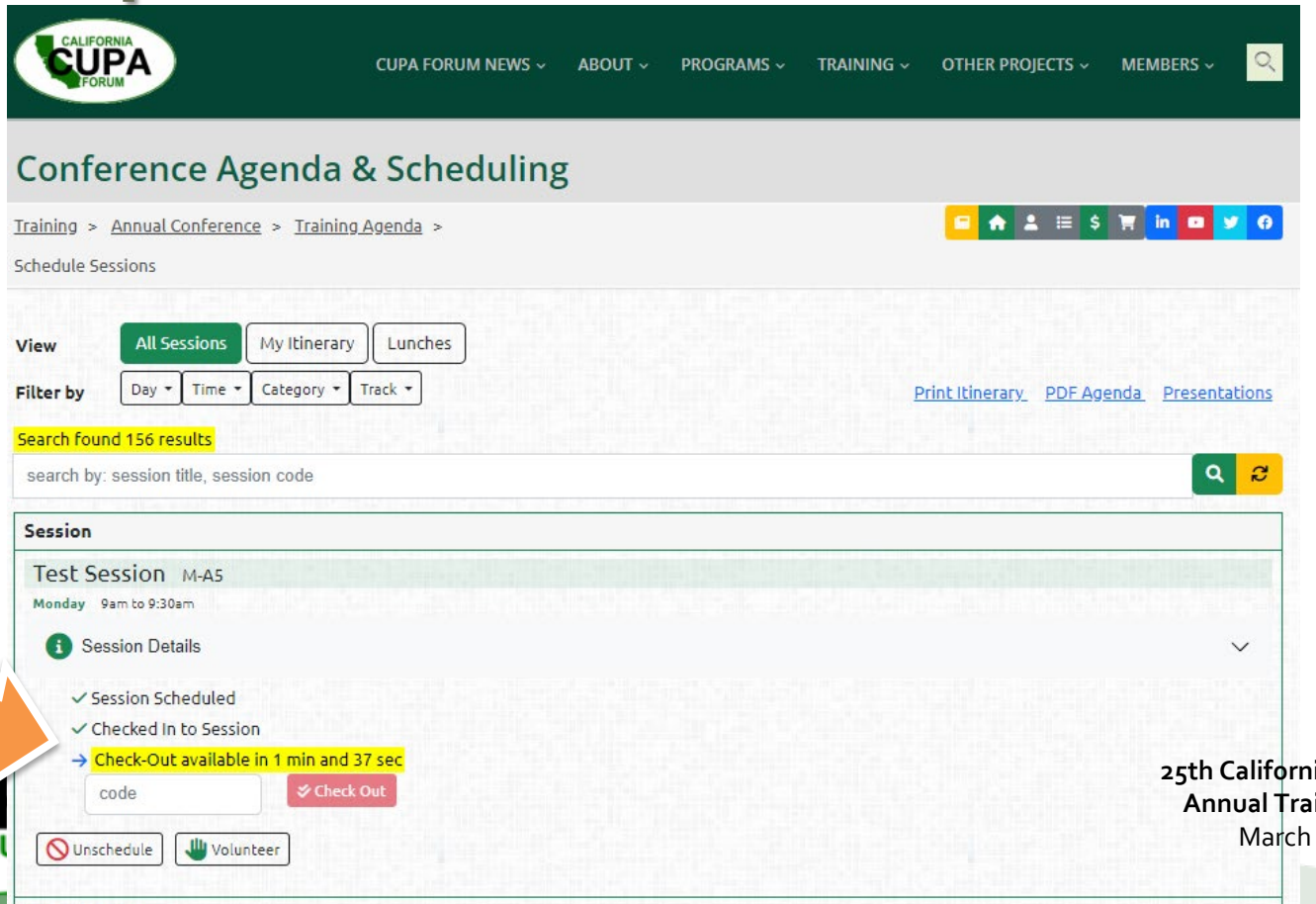


NOTE: You have all day to check in/out but it's best to do it right before and right after the Session

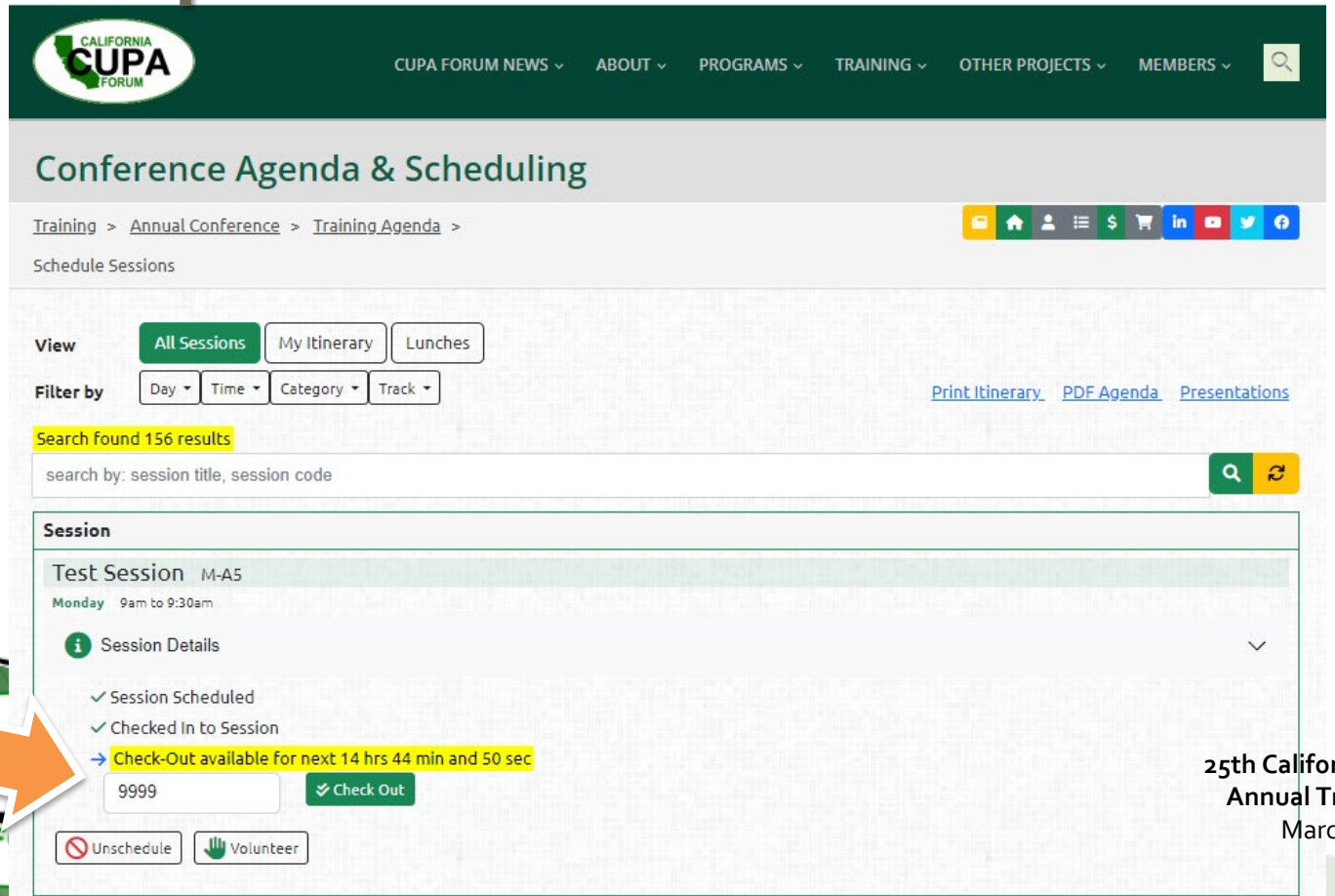
Next Step – Check In to the Session



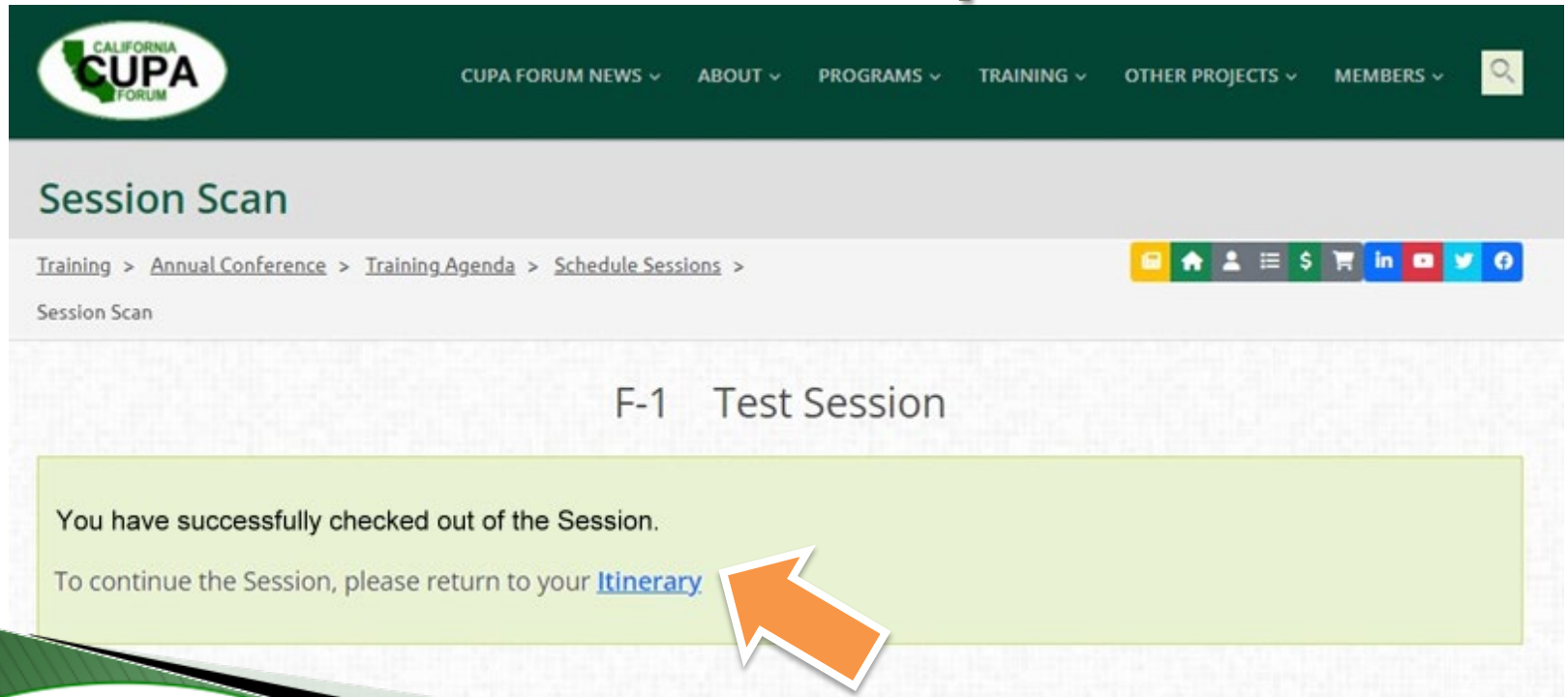
Next Step – Checked In to the Session



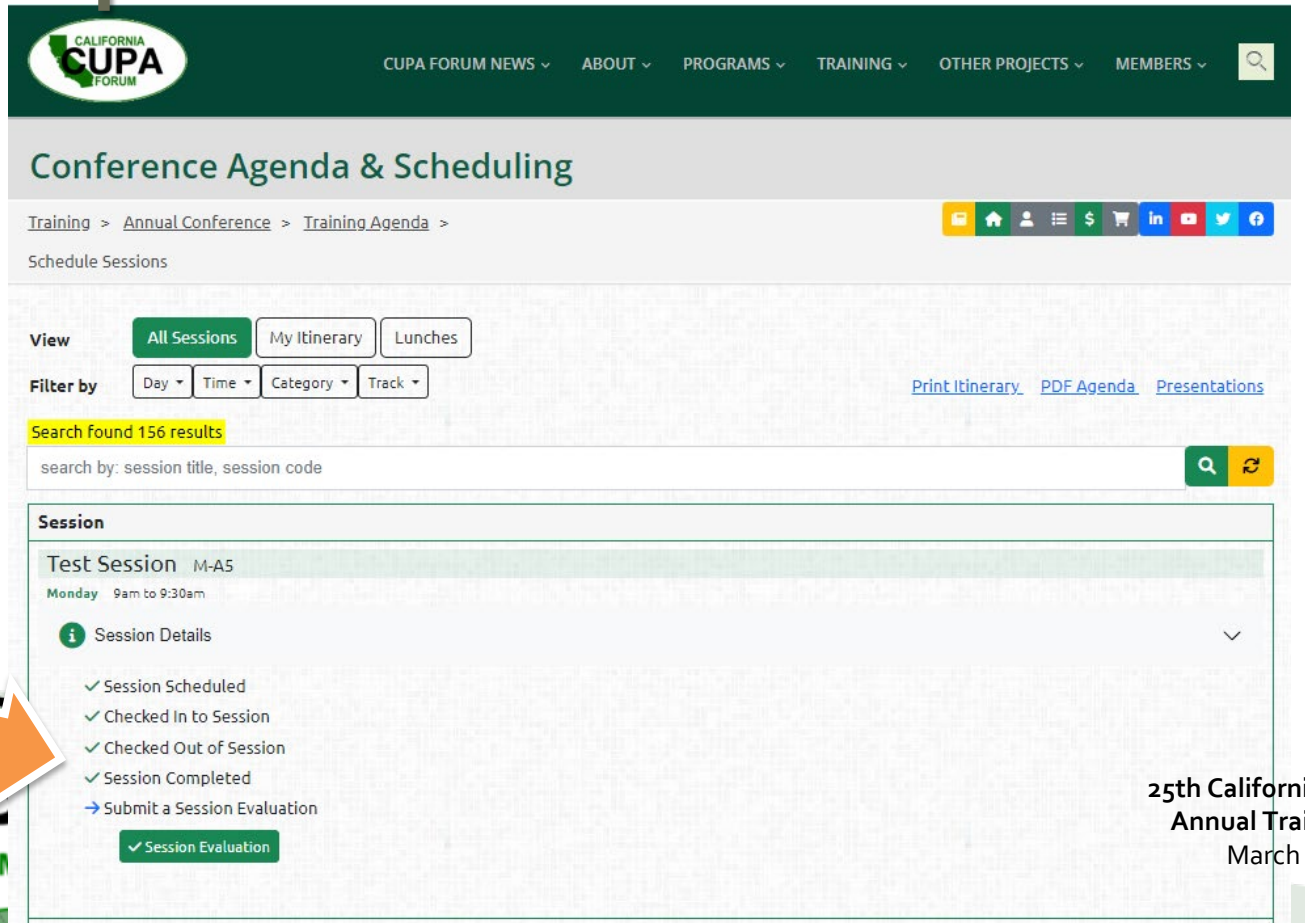
Next Step – Check Out of the Session



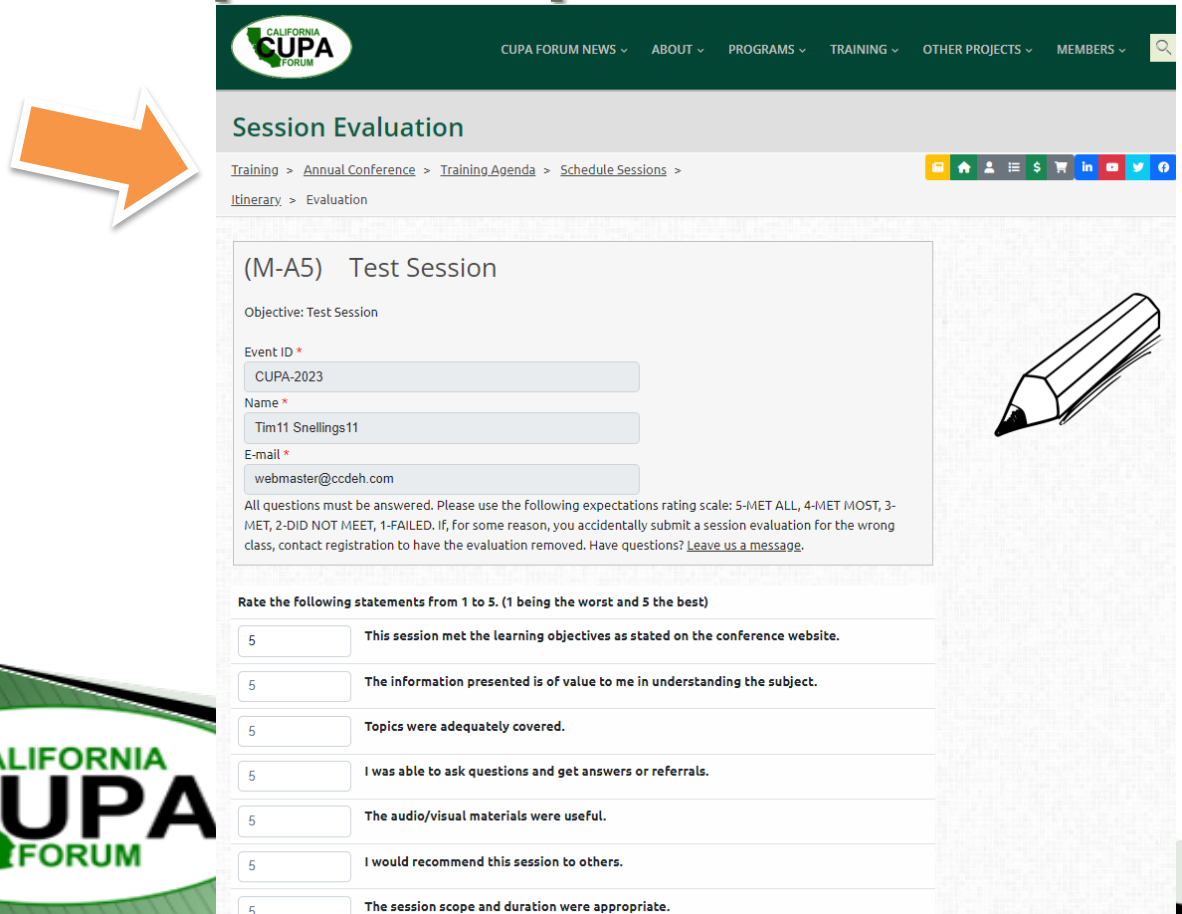
Confirm – Check Out Completed



Next Step – Confirm Session Check Out



Next Step – Complete Session Evaluation



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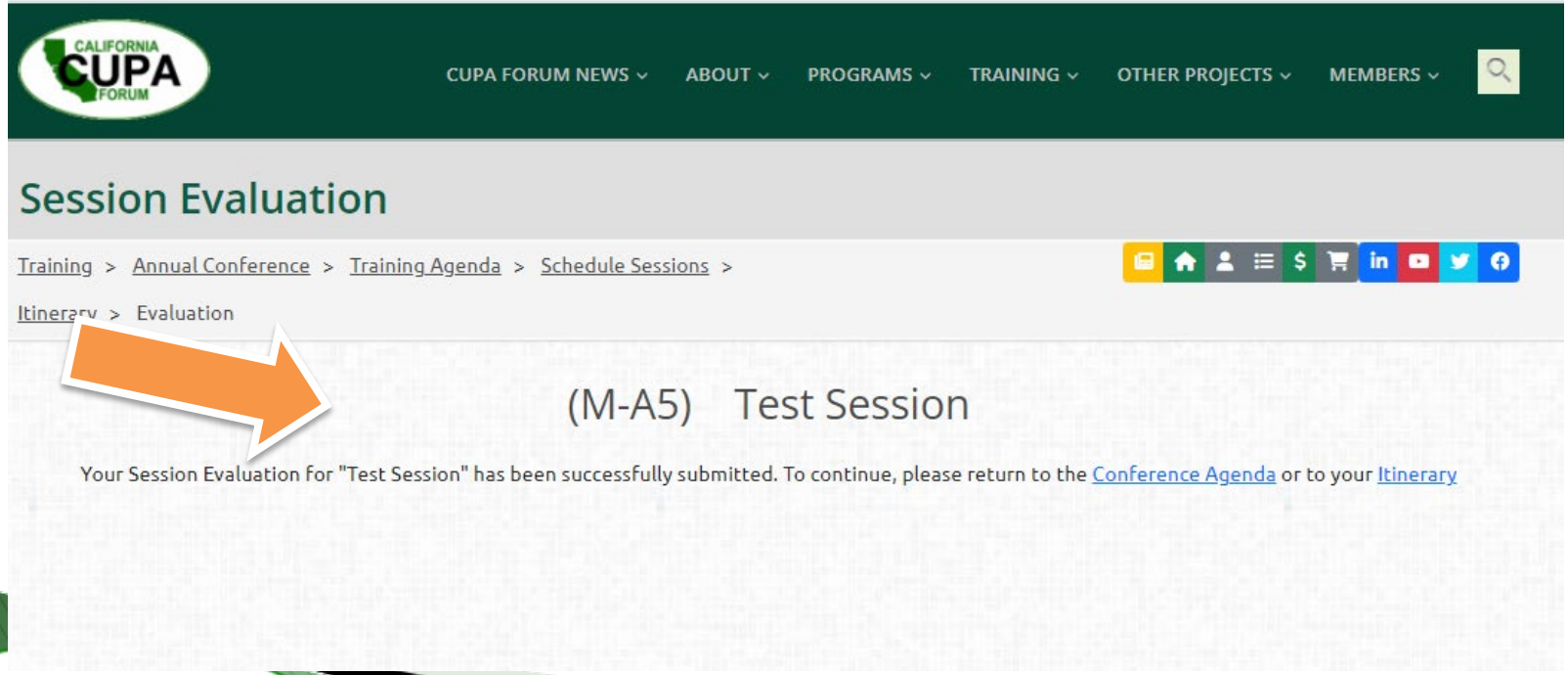
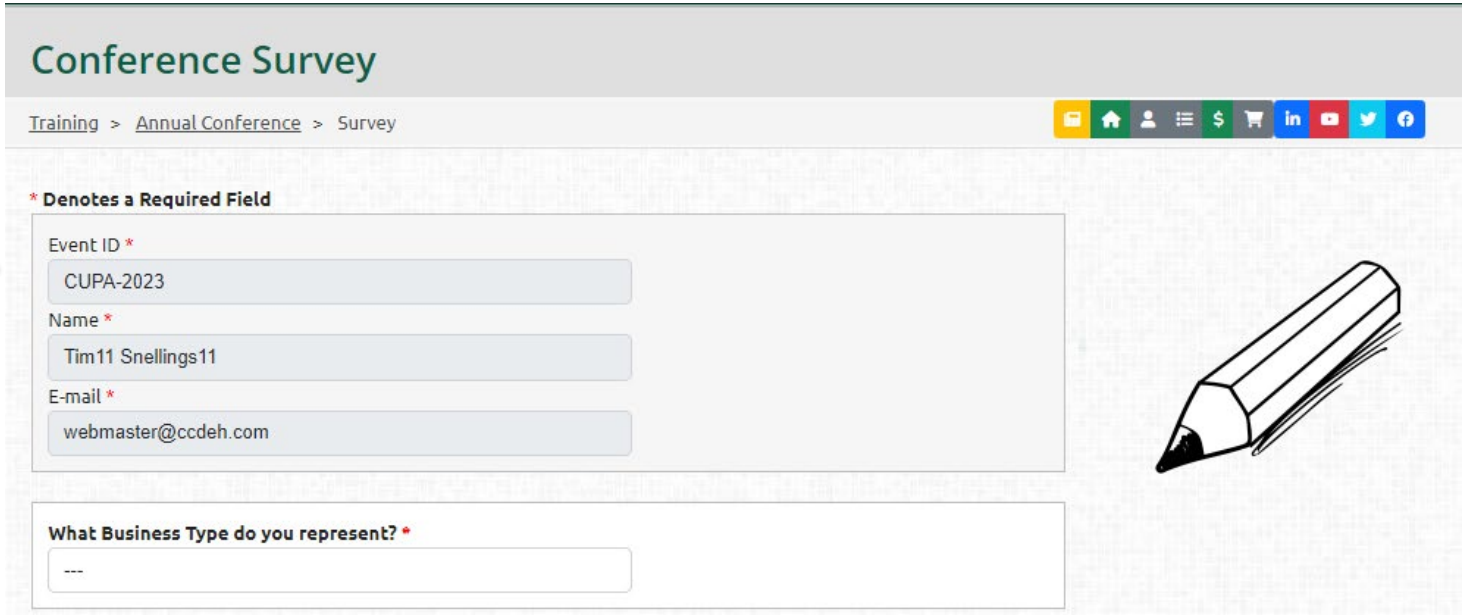
Next Step – Confirm Session Eval Submit



The Last Step to Complete the Process

- Complete the Conference Survey
- To Be Released on Wed, March 22

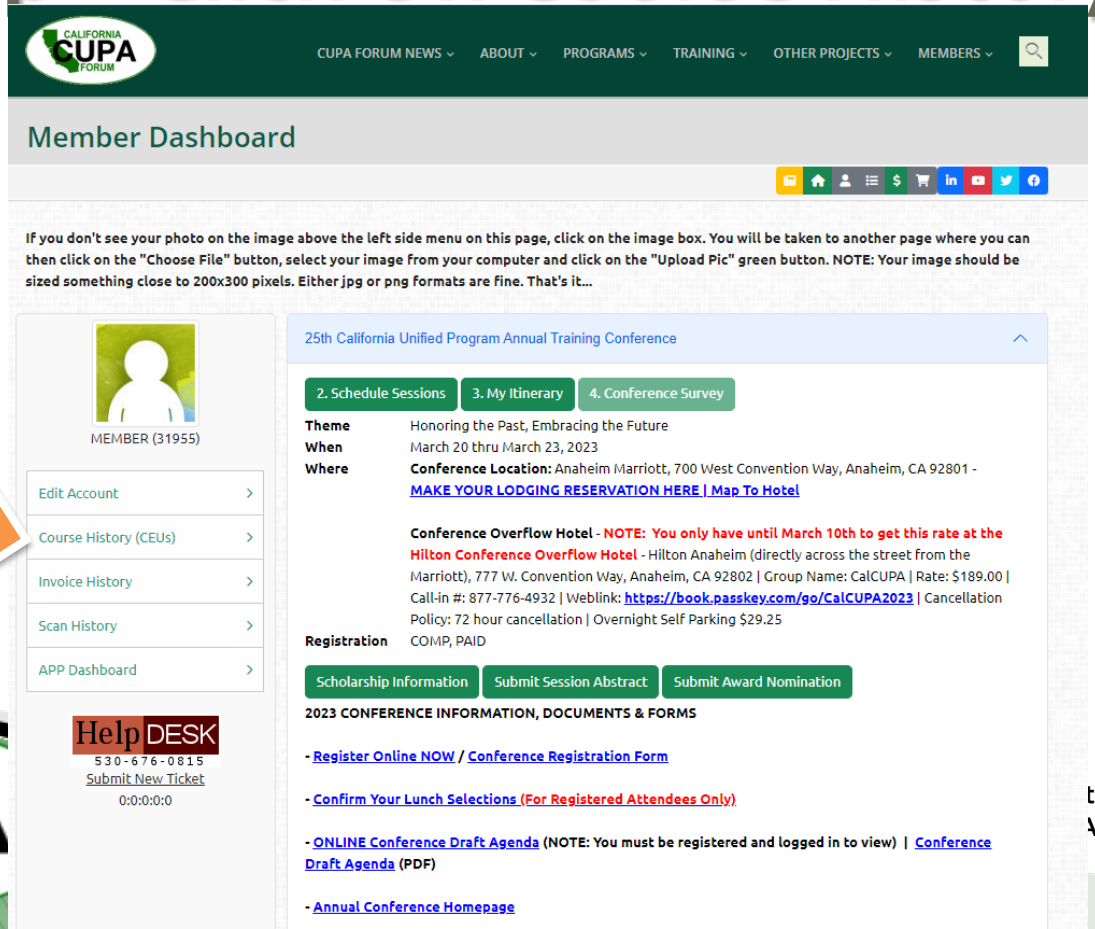
Next Step – Complete Conference Survey



View Your CEUs in Your Course History

- Click on the MEMBERS Top Menu Link
- Click on Member Dashboard Side Menu Link labeled "Course History (CEUs)"
- View/Download Your CEU Certificates

Next Step – Click On Course History



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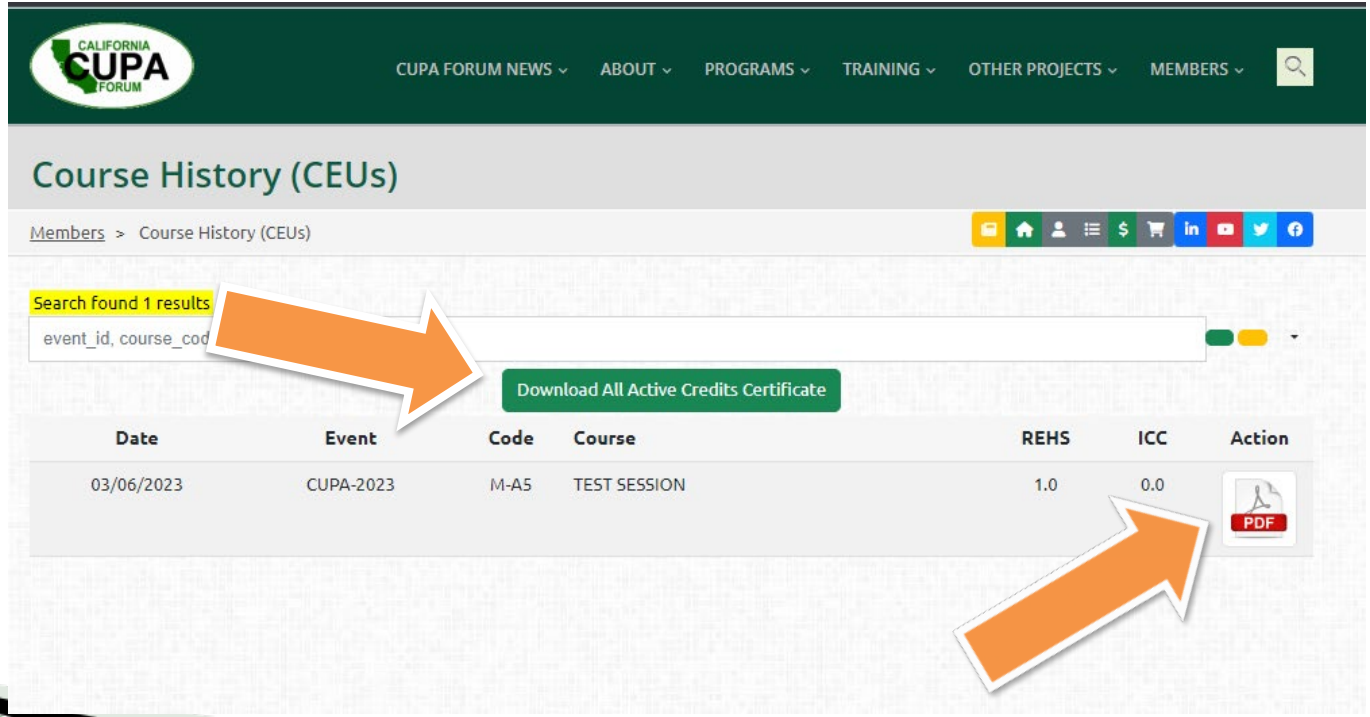
Next Step – View/Download CEU Certificate



Next Step – View/Download CEU Certificate

CUPA FORUM NEWS ABOUT PROGRAMS TRAINING OTHER PROJECTS MEMBERS

Compose Certificate

Members > Course History (CEUs) > Compose Certificate

Your certificate has been created in a temporary directory on the web-server. Click the link below to launch the PDF, or, right click the link and save it to your local device. Use your PDF viewer's 'print' feature to print the certificate. **Please note that temporary files such as these are cleaned out every 24 hours. If you want to save it permanently, save it to your local device.**

Download Certificate | Back To History

Next Step – View CEU Certificate

ACCREDITING AGENCY
CALIFORNIA CUPA FORUM
www.calcupa.org

Certificate of Completion

25th Annual California CUPA Training Conference
March 20, 2023 To March 23, 2023

California Unified Program Annual Training Conference

Participant:	Tim11 Snellings11	***Hosted By:***	CalCUPA Forum
Agency:	Nettop Publishing	***REHS/ICC:***	---

Code	*Course Title*	*REHS*	*ICC*	*Completed*	*Expires*
M-A5	Test Session	1.0		2023-03-06	2026-03-06

CALIFORNIA CUPA FORUM

In Conclusion

- Add Session From Agenda to My Itinerary
- Attend Session
- Enter Check In/Out Codes
- Complete Session Evaluation
- Complete ONE Conference Survey
- View Your CEUs In Your Course History

If You Have Questions At The Conference

- Visit the CUPA Kiosk
- Ask For Tim or Deena
- We Will Assist You

And Most Important…

HAVE A GREAT IN-PERSON 25TH CALIFORNIA UNIFIED PROGRAM ANNUAL TRAINING CONFERENCE

Any Questions?

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webmaster@calcupa.org | 530.263.8488 cell OK to text/call