



SOCIETY FOR PSYCHOANALYSIS & PSYCHOANALYTIC PSYCHOLOGY

DIVISION 39 OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION

How to Obtain Continuing Education Credits

(Remember to GET YOUR BADGE SCANNED IN & OUT)

Division 39 will once again be using an online vendor, Express Evaluations, for all of our continuing education (CE) needs. Conference attendees interested in receiving CEUs will be able to complete session evaluations online at their convenience, save progress throughout the conference, and ultimately have access to completed certificates shortly after the conference. We understand that use of new technology can be intimidating, so we have carefully detailed the steps you'll take when using these services.

Step 1: Go to the Website

Start by going to this web address -- if you're reading this on your computer, it's a live link: <http://data.express-evaluations.com/eval/38470/web/main.php>

Step 2: Register

Once you are in the website, click on "Self Register" to set up an account. If you completed your evaluations through Express Evaluations last year, you will be able to use the same login information again; and, by using the same login information each year, you will be able to access all of your certificates in one place.

Step 3: Complete Session Evaluations

Click on "Session Evaluation" and fill out an evaluation for every session you attended in full (CE is not available for partially-attended sessions, so if you didn't have your badge scanned as you entered AND as you left sessions for which you intend to receive CE credit, you will not be eligible to receive credit). You can complete these evaluations all at once, or one-or-more at a time.

Step 4: Demographics and Overall Questions

Complete the quick and simple "Demographics" and "Overall Evaluation" sections to answer general questions about your conference experience. This should only take a minute or two.

5: Print

Only after you complete all sections (Session Evaluations, Demographics, & Overall Evaluation) will you be able to click "create a certificate." Your evaluated sessions will immediately show up as "DNA" (Did Not Attend) and you won't be able to print the certificate just yet. Don't panic :)

Send a quick email to the Division 39 CE chair at div39ce@gmail.com saying that you have completed your evaluations. The CE chair will then verify your attendance and email you a response shortly after to let you know that everything is ready to go. You will then be able to print your certificate at your convenience.

Please email the Division 39 CE chair, Soffia Palsdottir, PsyD, at div39ce@gmail.com if you have any concerns or questions about this process.