

## Message for trainers

(Here's how and where to add the CE exam to your workshops)

**When showing the quality assurance slide 1.3.5, you will need to make sure that you tell your participants –**



Take good notes in your workbook, because receiving credit requires **passing an exam**. Plan to take the exam as soon as possible after the workshop.



Write down **trainer names and id numbers, date and location** of the training because you will be asked for this information

**At the end of the workshop insert the following between 5.4.2 and 5.4.3, tell participants**



Go to [www.livingworks.net](http://www.livingworks.net) to link to CEUnits for the exam to receive credits. **Use the resources and support tab and go to the CEU resources page to find the link.** (the participants will need go to “start here” button and register before they can take the exam)



The cost for the Continuing Education is \$60 for 12 credit hours but you will not be charged until you pass the exam and download your certificate.



Participants can take the exam as many times as they want but the questions will be drawn at random from a bank of exam questions. When you re-take the exam, it will not indicate which questions were right or wrong

***All continuing education credits by exam will be handled through CEUnits. They will keep track of any credits participants receive. The date on the certificate will be the date that participants print it out, not the date that they took the exam. If you need help with their link you can download this PDF document for support [insert link here]***