# CEU CERTIFICATES ARE NOW ONLINE!

## How do I get my CEU?

To receive your certificate, follow these steps:

1. A survey link will be sent to you following the workshop, webinar, or conference.
2. Click on the survey link and sign in to your account.
3. Complete the survey.
4. Once the survey has been completed. Click on View My CEU
5. The journal entries tab will hold all CEUs you have earned from February 1, 2019 moving forward.
6. You can print out an entry, filter entries by date, or email the entry to yourself.

## How do I access my CEUs from the website?

To access your certificate, follow these steps:

1. From the MHCA website
2. Login to your account. If you need help accessing your online account, please contact education@mnhomecare.org.
3. Click on manage profile
4. Scroll down to content & features
5. Select professional development
6. The journal entries tab will hold all CEUs you have earned from February 1, 2019 moving forward.
7. You can print out an entry, filter entries by date, or email the entry to yourself.

**What do I do if I am not a member and do not have an account?**

If you are not a member please contact [education@mnhomecare.org](mailto:education@mnhomecare.org) for assistance. You will still be able to access your CEU certificate!

**What is the timeline for receiving them?**

For region meetings: The survey link will be sent to the email that was listed on the registration form once rosters have been received after the event. If you do not receive an email within 3 business days after sending in your roster, please contact [education@mnhomecare.org](mailto:education@mnhomecare.org).

For other workshops, webinars and conferences: The survey link will be sent to the email that was listed on the registration form within 3 business days of the event. If you do not receive an email within 3 business days, please contact [education@mnhomecare.org](mailto:education@mnhomecare.org).

**Will they ever expire?**

No, certificates will never expire.

**What if I leave my company and my email changes can I still access my CEU?**

Please contact MHCA at [education@mnhomecare.org](mailto:education@mnhomecare.org) so your account can be converted to a non-member account. Your records will be kept for a grace period and then deleted so please contact us as soon as possible!