



National Certification Council for Activity Professionals (NCCAP) CEU Information

How many clock hours can I earn at the Institute?

From May 18 – 21 during the live virtual Institute you can earn a maximum of **11** clock hours if you attend one approved program in the concurrent session time slots where approvals are listed, Tuesday’s Opening Keynote and Thursday’s General session. Refer to the list of approved programs at the end of this page. After the Institute and from June 1 – July 31 no CEUs are available for NCCAP approved programs, though you may request a general certificate of attendance for your own records.

How will earning CEUs work on the Institute conference platform?

1. Sit in on/view an entire program from its beginning all the way to the end. Sessions will start at the same time just like at a live in-person event and **will be closed to late arrivers 10 minutes after it is scheduled to begin.**
2. Complete the online evaluation (**Very important! If you skip this step, you won't be able to obtain your earned clock hour that is only available from the live event held in May.**)
3. Select “general certificate of attendance” to print for your records for the session you just attended. You will need one for each session attended to receive a certificate of attendance for the total number of hours of NCCAP approved programs attended at the Institute.

What else do I need to do to earn CEUs for NCCAP approved programs? Keep track of your attendance on this worksheet and send it into Ashley Rogers arogers@leadingagemn.org after the event. Once attendance is verified by checking to see that the required evaluation and general certificate of completion issued, a certificate for the overall number of hours earned will be sent to you in a separate email.

Tuesday, May 18	Sessions Approved for NCCAP (May 18-21 only)	# of Clock Hours
8 - 9 a.m.	101, 103, 104, 105, 107, 112	One (1)
9:30 - 10:30 a.m.	Opening Keynote	One (1)
10:45 - 11:45 a.m.	201, 204, 205, 208, 210, 211	One (1)
Wednesday, May 19		
8 - 9 a.m.	305, 307, 310, 311, 312, 313	One (1)
9:15 - 10:15 a.m.	404, 406, 413, 414	One (1)
10:30 - 11:30 a.m.	505, 510, 513	One (1)
Thursday, May 20		
8 - 9 a.m.	604, 612	One (1)
9:30 - 10:30 a.m.	General Session	One (1)

10:45 - 11:45 a.m.	706, 708, 710, 711, 712	One (1)
Friday, May 21		
8 - 9 a.m.	807, 809	One (1)
9:15 - 10:15 a.m.		
10:30 - 11:30 a.m.	1003, 1006, 1008	One (1)

For questions, contact Heidi Simpson at 651.603.3506 or hsimpson@leadingagemn.org