

How to Claim Connect DC 2018 Continuing Education Credits

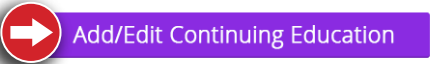
Because Connect is a CMP Preferred Provider, education from this event has been pre-reviewed by the Events Industry Council and requires no additional documentation on your part. Approved sessions are added automatically to your portal account; all you need to do is edit each Preferred Provider record and indicate the number of clock hours of education you attended and are claiming.

Log in to your account at eventscouncil.org to actively claim CE Hours uploaded to your portal account.


Click **“Add/Edit Continuing Education”**




My CMP Continuing Education


Session Course/Title	Date	Reported By	Clock Hours
Connect Event Session 1 - Jane Smith	10/12/2018	Events Industry Council	0.00
Connect Event Session 2 - Jane Smith	10/24/2018	Events Industry Council	0.00
Connect Event Session 3 - Jane Smith	11/15/2018	Events Industry Council	0.00



Click **“Edit,”** claim the # of hours attended and click **“Continue”**



Session Course/Title	Date	Reported By	Clock Hours		
Connect Event Session 1 - Jane Smith	10/12/2018	Events Industry Council	0.00		Edit Delete
Connect Event Session 2 - Jane Smith	10/24/2018	Events Industry Council	0.00		Edit Delete
Connect Event Session 3 - Jane Smith	11/15/2018	Events Industry Council	0.00		Edit Delete

Back Cancel Save and Exit Continue 

Reference the following table when uploading information for sessions attended to your EIC portal account:

Session Course/Title	Date	Domain	Hours
Education Sessions: 10-11 a.m.			
5 Actions to Create Influence as an Industry Advocate	12/5/2018	A: Strategic Planning	1.00
Cutting Edge Legal Issues for Meetings: Part 1	12/5/2018	C: Risk Management	1.00
Emergency Planning: What You Need to Know to Prepare for Your Next Event	12/5/2018	C: Risk Management	1.00
Education Sessions: 11:15 a.m.-12:15 p.m.			
5 Actions to Create Influence as an Industry Advocate	12/5/2018	A: Strategic Planning	1.00
Cutting Edge Legal Issues for Meetings: Part 2	12/5/2018	C: Risk Management	1.00
Emergency Planning: What You Need to Know to Prepare for Your Next Event	12/5/2018	C: Risk Management	1.00