

Track Sessions for a  
**Certificate of Attendance**  
or **Behavior Analyst**  
**Certification Board CEUs**

Track Electronically with the [CEUHelper App](#)

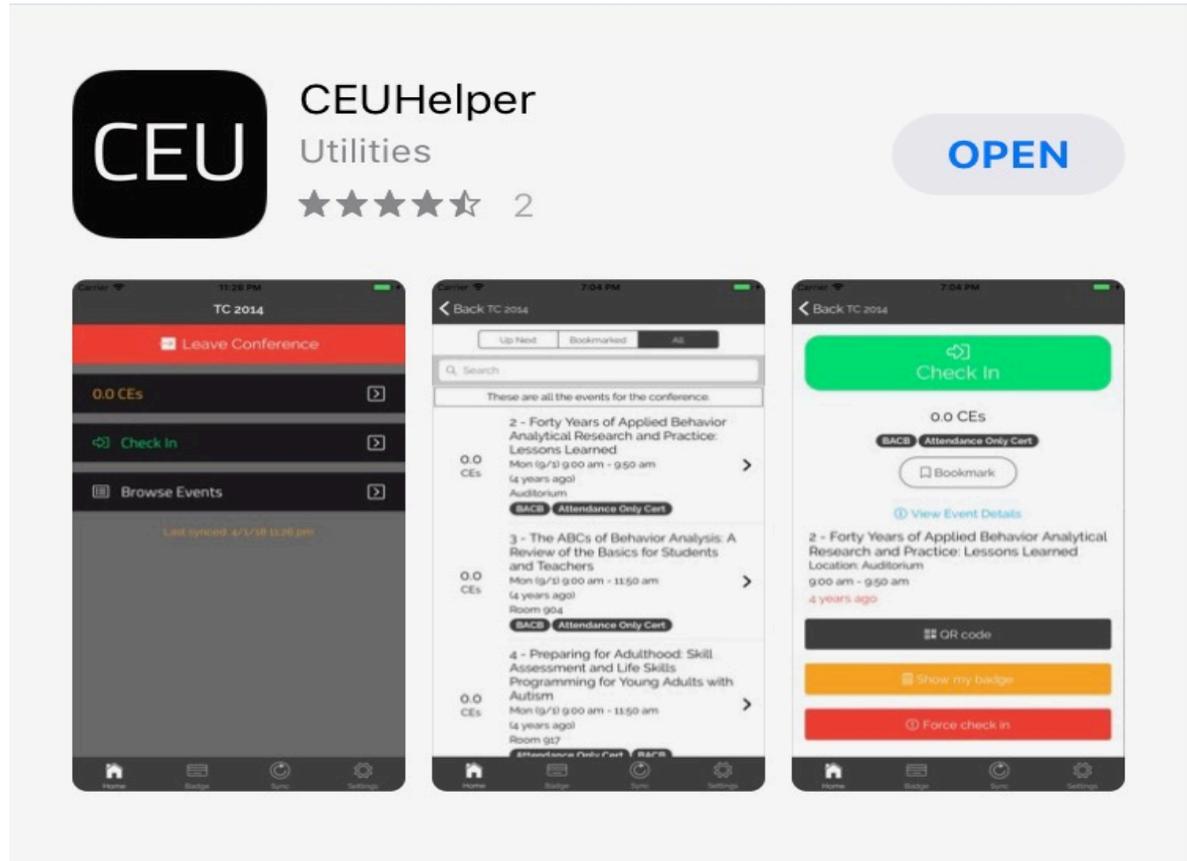
OR

See the Conference Desk for Paper Tracking Form

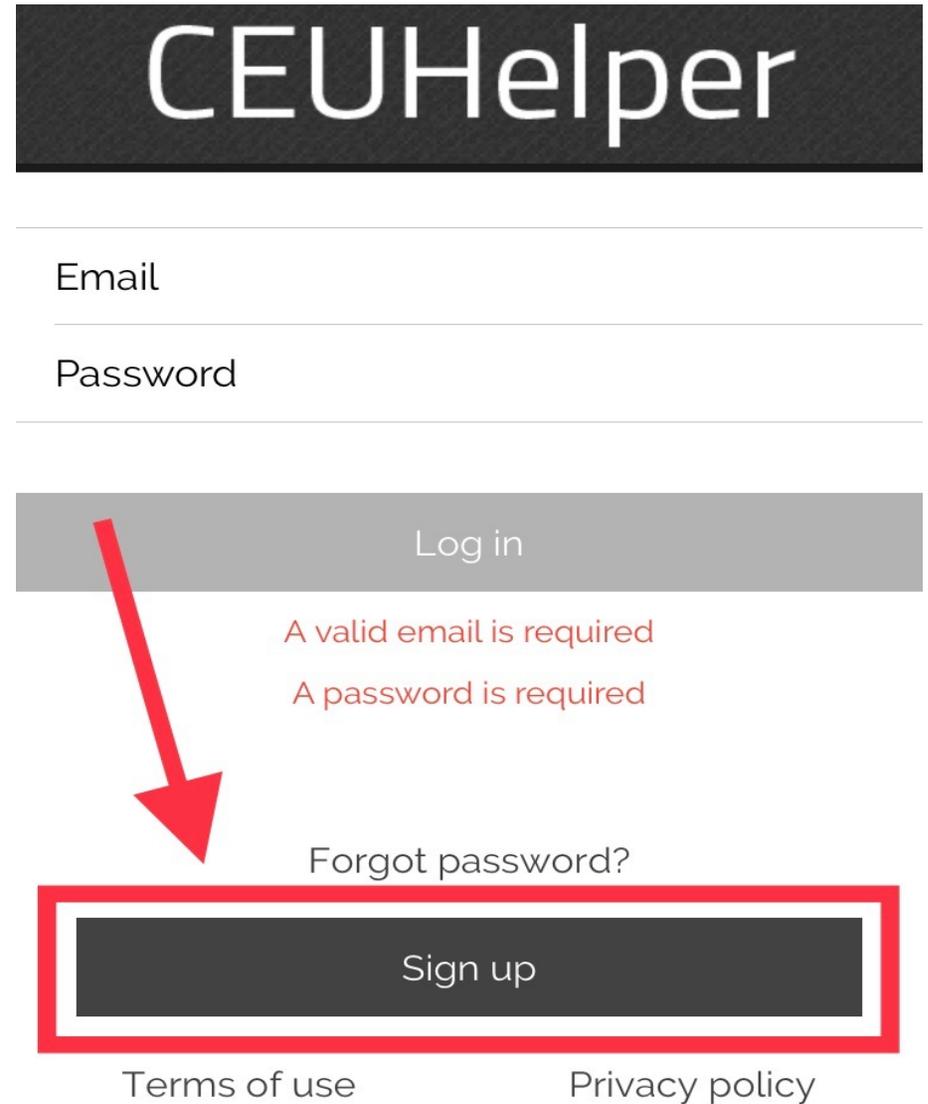
*Behavior Analyst Certification Board CEUs are only available to those who are currently certified. Please stop at the conference desk to pay for credits before you leave on your final day of the conference. CEUs are \$5 each.*

# Get Started with CEUHelper

## 1. Download the CEUHelper App



## 2. Open the app on your phone or tablet & sign up



CEUHelper

Email

Password

Log in

A valid email is required

A password is required

Forgot password?

Sign up

Terms of use

Privacy policy

# 3. Create your account and agree to terms.

[← Back](#)

[Create account](#)

Please register to use CEUHelper.

Email

Confirm your email

Password

Confirm your password

First name

Last name

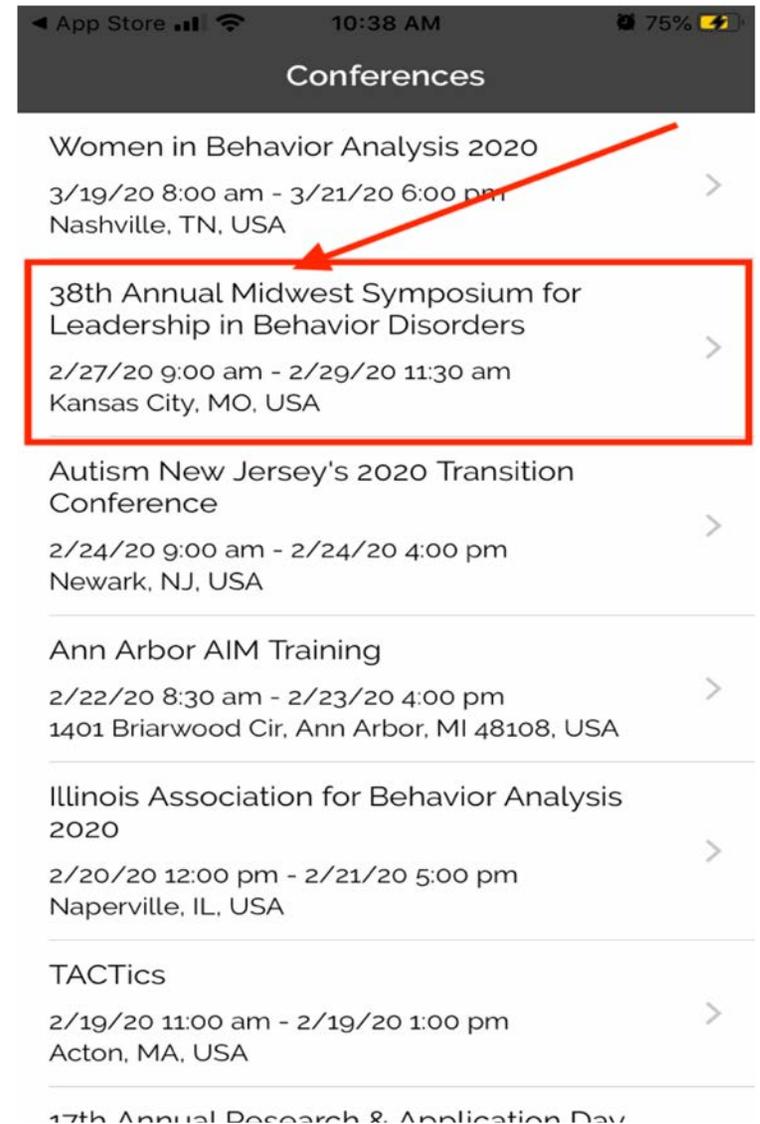
Nickname (optional)

The way you enter your name above is how it will appear on your certificates.

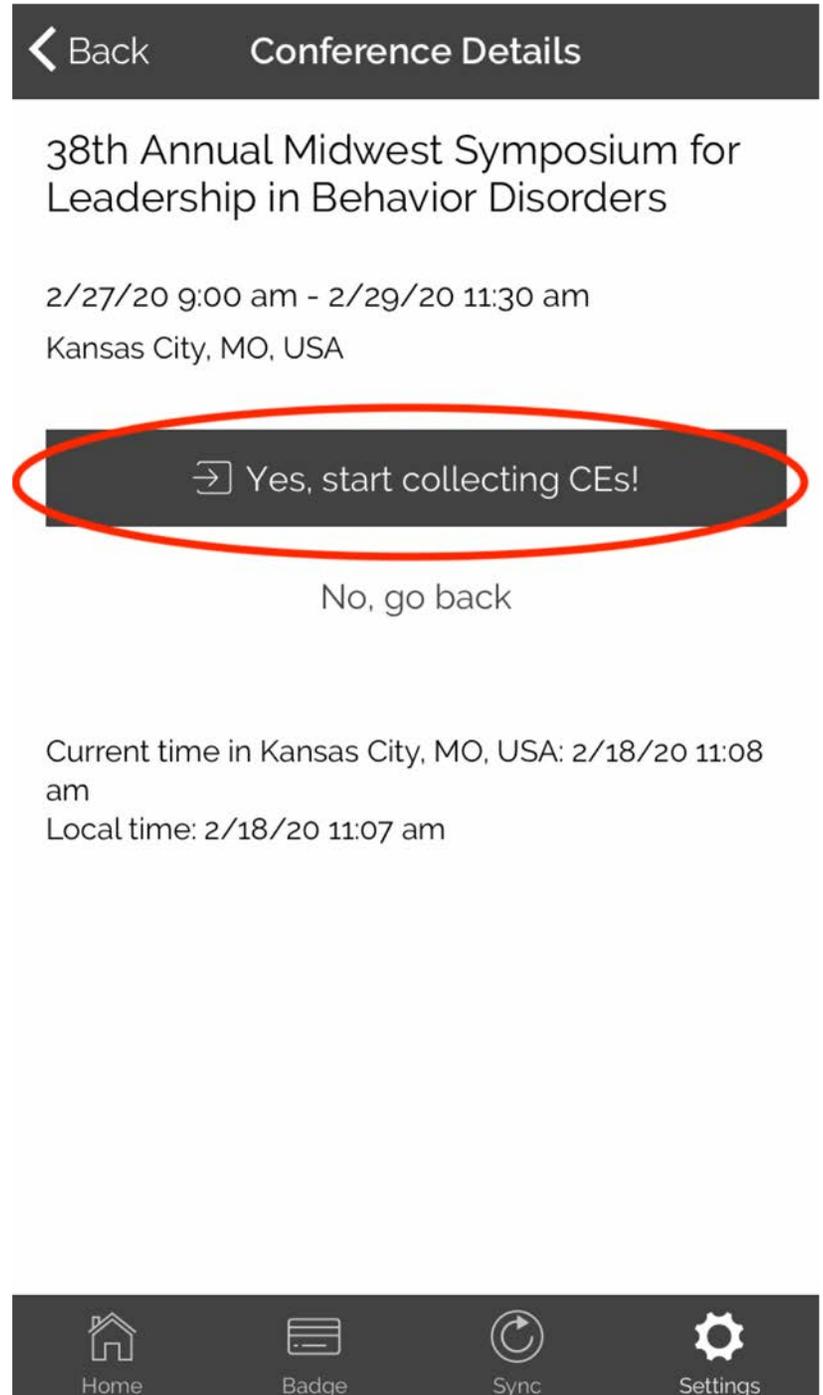
# Already have a CEUHelper Account - START HERE

4. Locate the conference from those available

**“38<sup>th</sup> Annual Midwest Symposium for Leadership in Behavior Disorders”**



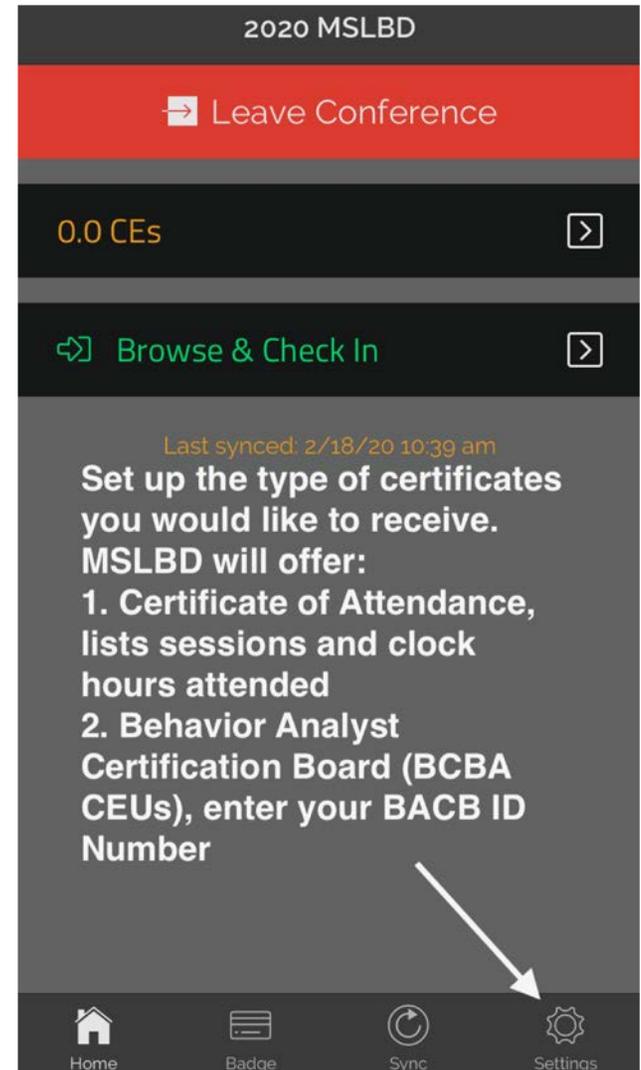
# 5. Start collecting CEs



## 6. Update the type of Certificate You would like

### MSLBD offers

- **Certificate of Attendance, lists sessions attended and clock-hours**
- **Behavior Analyst Certification Board, BCBA Type 2 CEUs, payment required for this certificate**

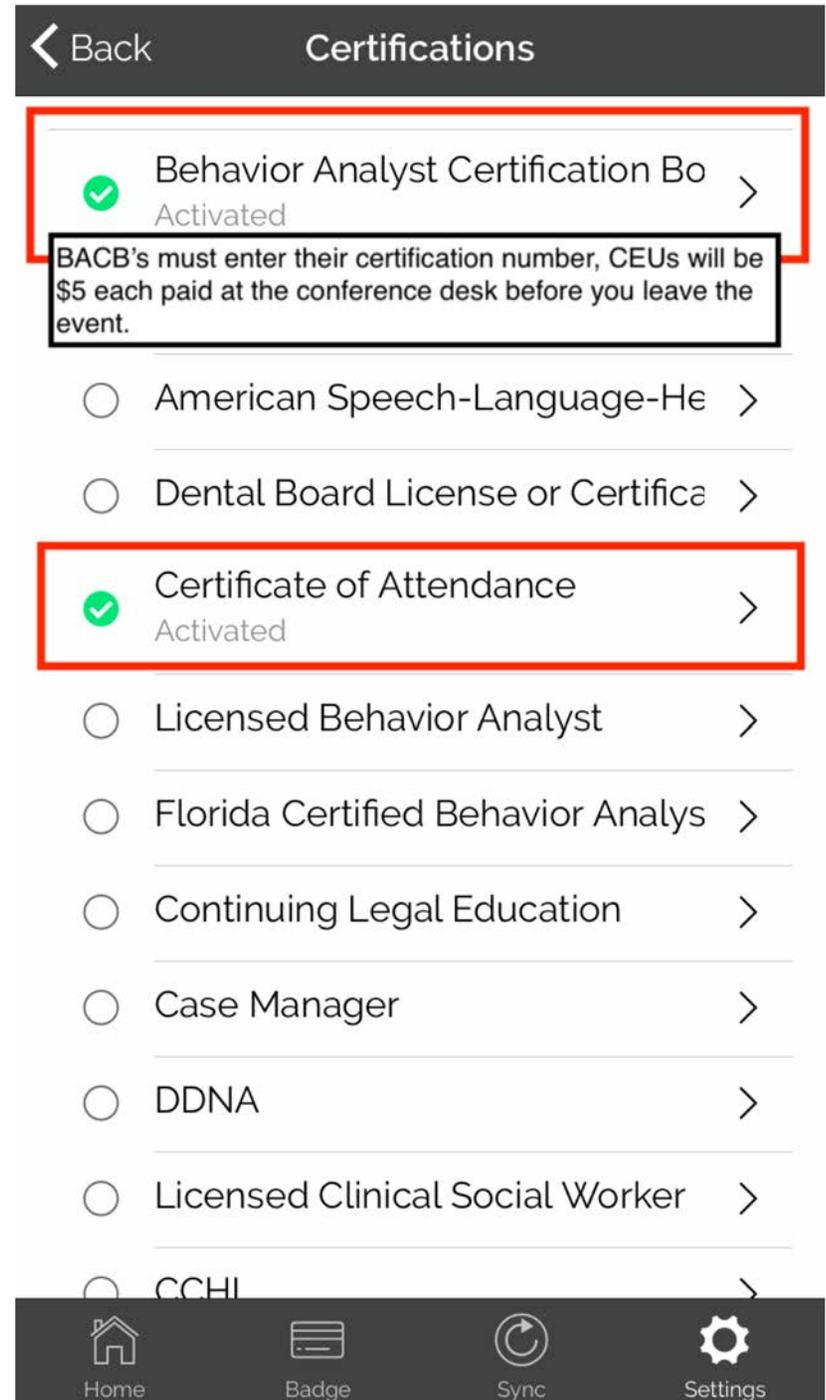


## 7. Select your type of Certificate

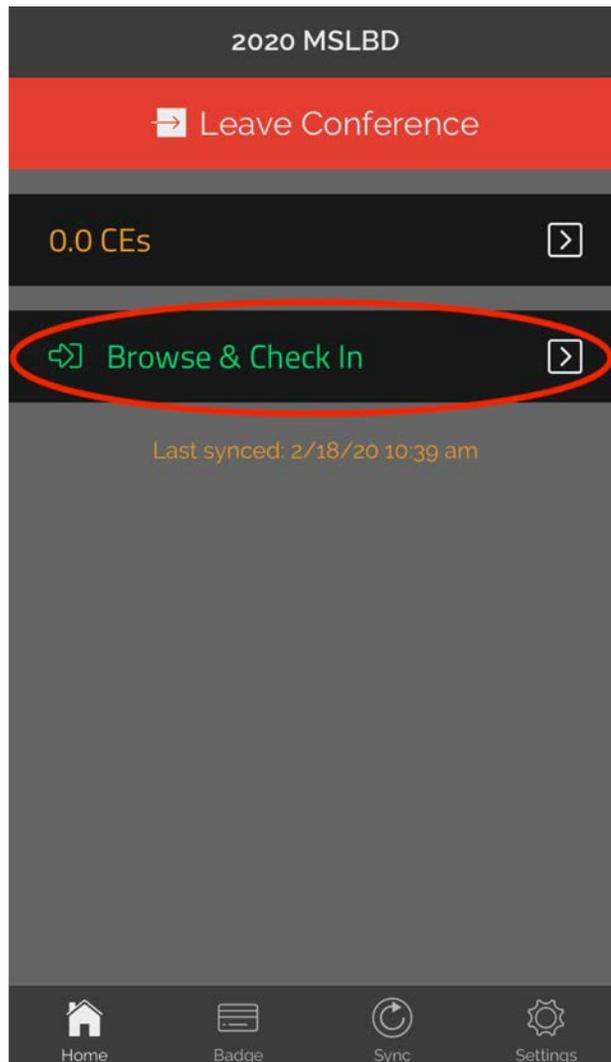
Only select Behavior Analyst Certification if you are currently certified. You need your ID number.

Pay for BCBA Type 2 CEUs at the conference registration desk before you leave the event.

Cost is \$5 for each CEU.

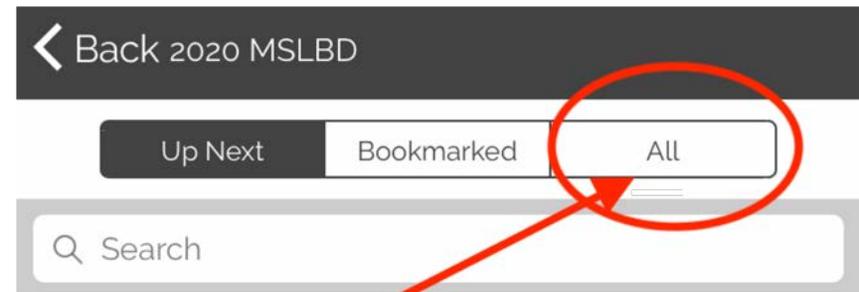


## 8. Browse & Check In



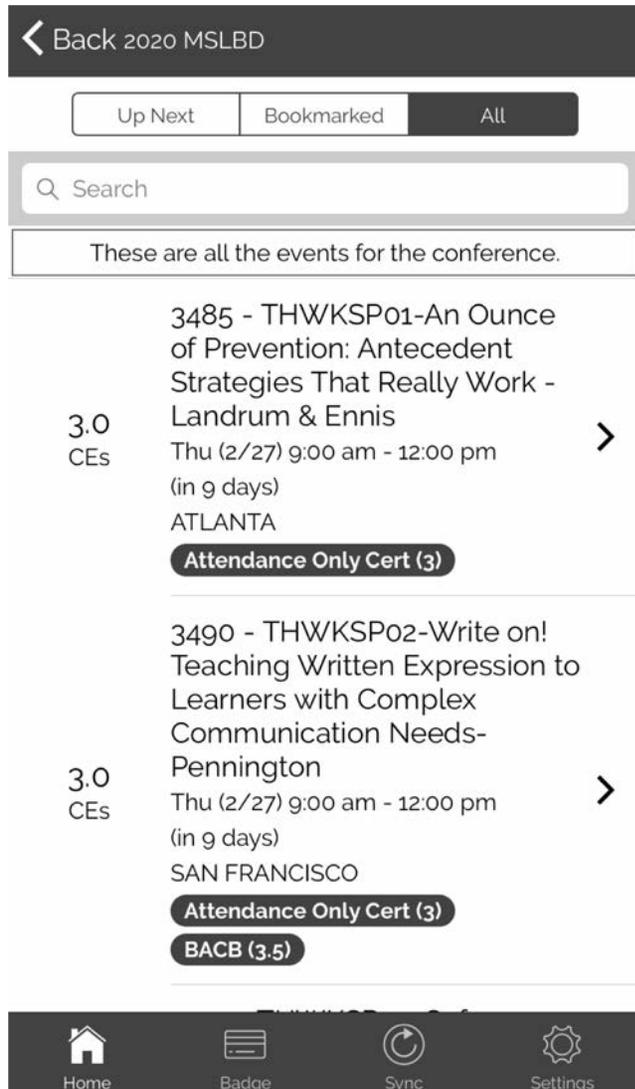
## 9. Search for Sessions

Select the tab – “All”

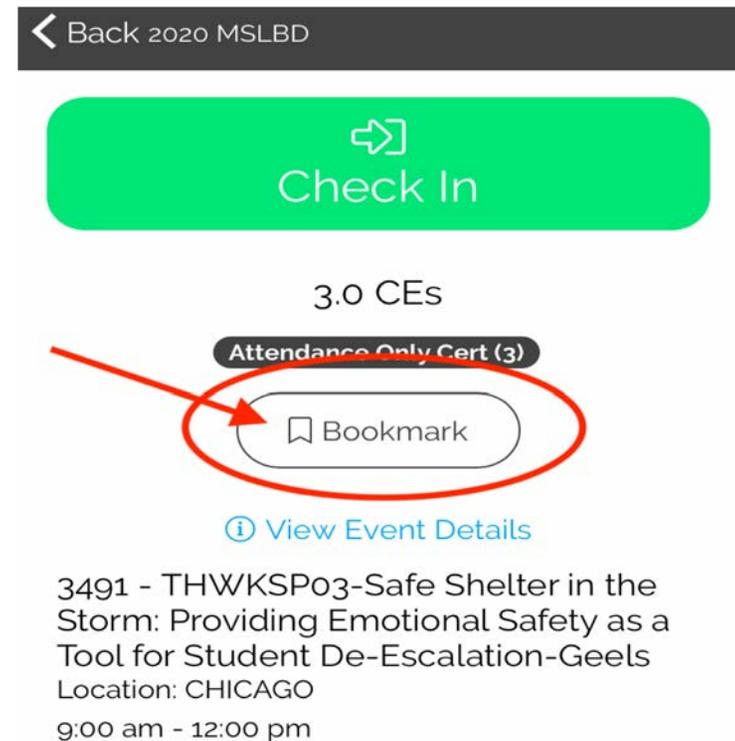


There are no upcoming events. Try searching or switching to "All" events.

## 10. Search for Sessions & Bookmark Favorites



## 11. Click on the sessions you are interested in attending and bookmark to build your schedule.



## 12. Check In at the session

- In the room look for the sign with a QR Code
- Check the session title

Friday, February 28  
8:30 – 10:00 a.m.  
KEYNOTE SESSION  
Sharing Perspectives: Cultivating Passion  
for a Sustained Career

Scan In



SAMPLE

Scan Out

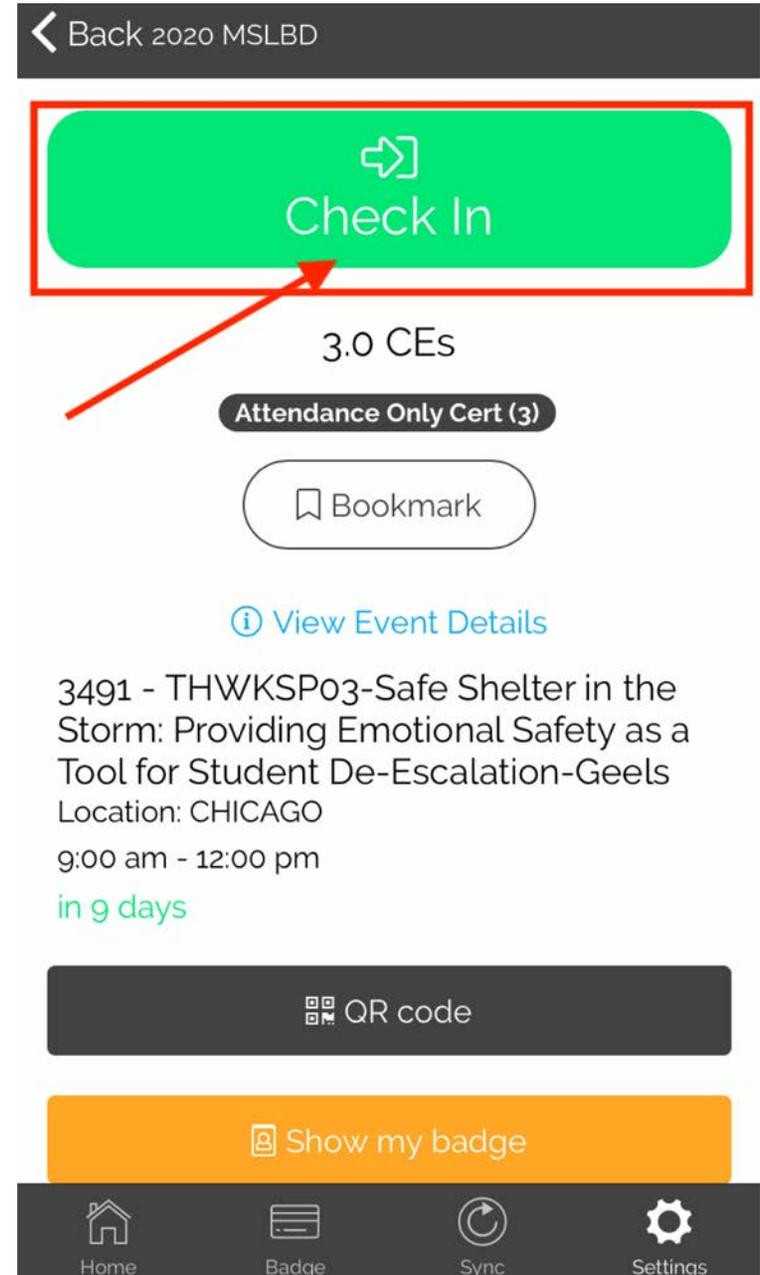


SAMPLE

SHERATON GRAND  
BALLROOM

## 13. Check In

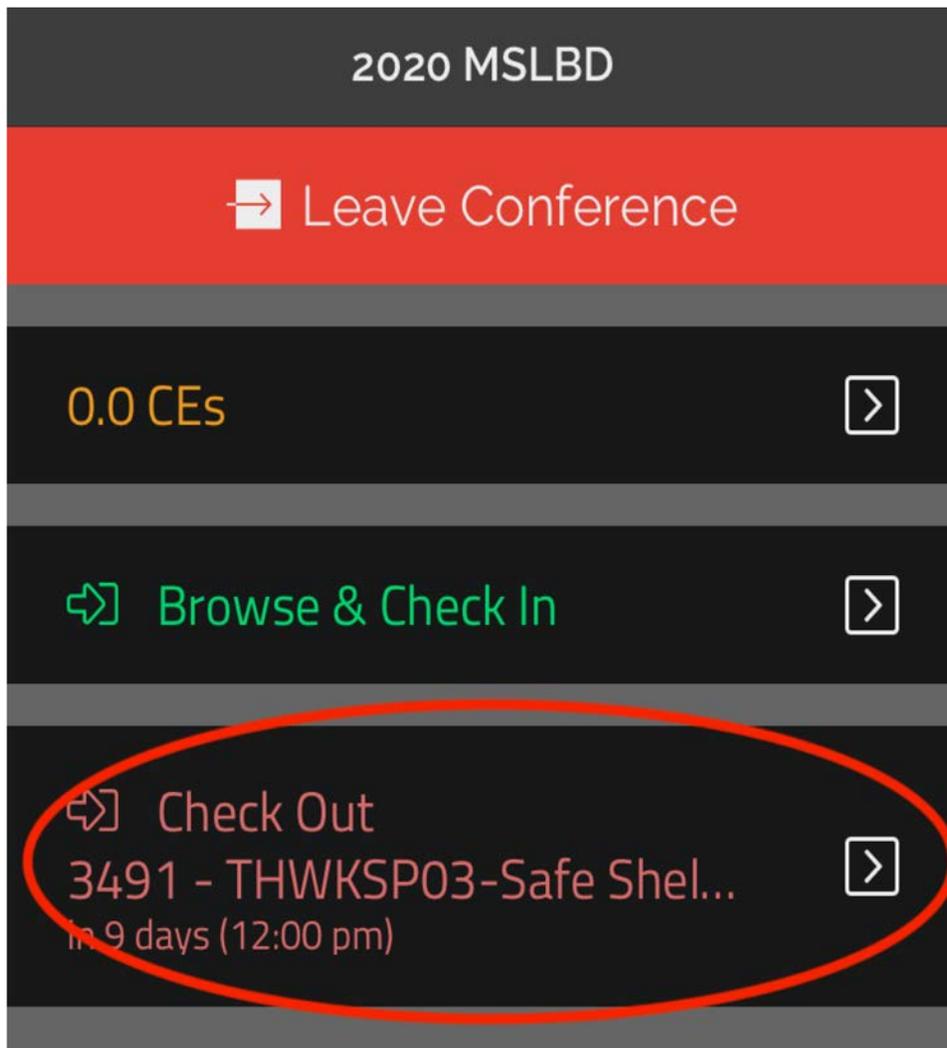
- Click the Green “Check In” button for that session in the App.
- Use your device to scan the QR code on the sign



## 14. You are checked in

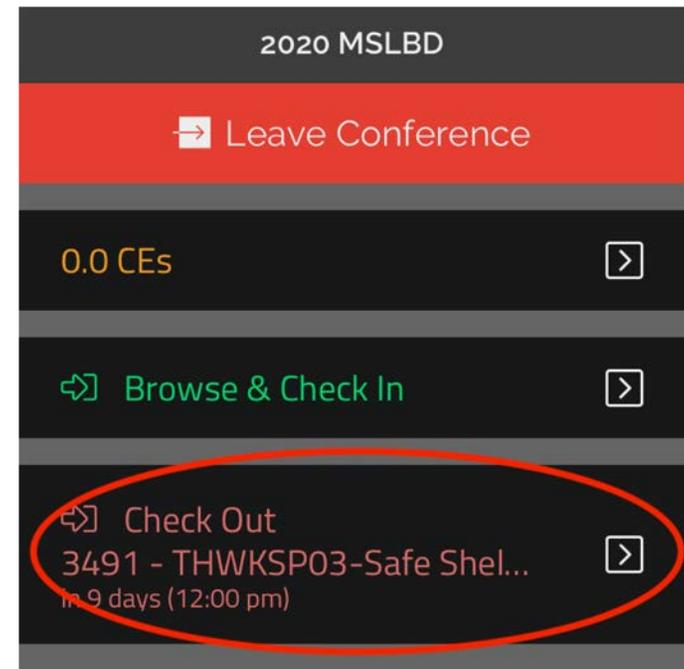
Enjoy the session

Remember to check-out  
when you leave!



# 15. Check-Out of Sessions

- Open the app
- Select your session
  
- Click on Red "Check Out"
- Scan the QR code on the wall sign



3.0 CEs

Attendance Only Cert

[View Event Details](#)

3491 - THWKSP03-Safe Shelter in the Storm: Providing Emotional Safety as a Tool for Student De-Escalation-Geels  
Location: CHICAGO  
9:00 am - 12:00 pm

# Invalid Check In/Out

- **Did you check in more than 5 minutes late when you arrived?**
- **Did you check out more than 5 minute before the end of the session?**
- **Select an action, or continue anyway**
- **Only event manager or staff can override an invalid check out. Please report to the conference desk with questions.**

The screenshot shows a mobile application interface with a dark grey header. On the left, there is a back arrow and the text 'Back'. On the right, it says 'Uh oh!'. Below the header is a large orange rounded rectangle containing a white exclamation mark icon and the text 'Invalid check out'. Underneath this is a list of reasons: 'Check out was invalid for the following reason(s):' followed by two bullet points: 'You checked out more than 5 min early (12971 min early).' and 'You missed more than 10 total min of the event (missed 180 min)'. Below the list are four dark grey buttons with white text: 'Retry check out' (with a refresh icon), 'Report a problem' (with an information icon), 'It's ok, continue anyway' (with a right arrow icon), and 'Show badge to employee' (with a badge icon). At the bottom of the screen, there is a dark grey navigation bar with four icons and labels: 'Home' (house icon), 'Badge' (card icon), 'Sync' (refresh icon), and 'Settings' (gear icon).

Uh oh!

Invalid check out

Check out was invalid for the following reason(s):

- You checked out more than 5 min early (12971 min early).
- You missed more than 10 total min of the event (missed 180 min).

Retry check out

Report a problem

It's ok, continue anyway

Show badge to employee

Instructions

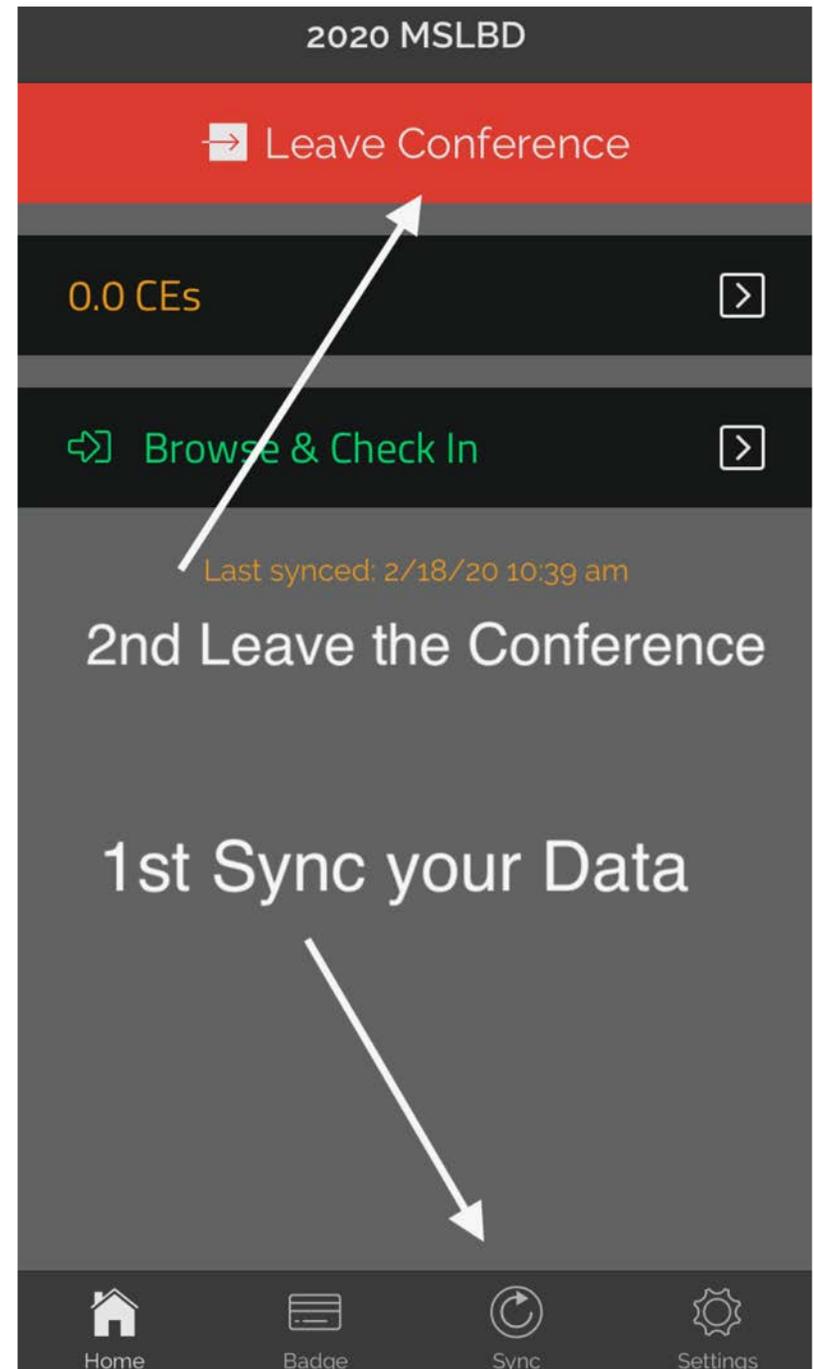
Home Badge Sync Settings

Certificates will only be created for those who “Leave the Conference”

## 16. Leaving the Event for the Final Time?

(You are not coming back for any other sessions)

- **First - Sync your data**
- **Second – Leave the Conference**



# Did you track sessions for a Certificate of Attendance?

On the last day you attend

Sync & click "Leave Conference"

Tracked on a paper form?

Turn your form in at the conference registration desk

# Did you track sessions for Board Certified Behavior Analysts (BCBA) CEUs?



On the last day you attend

Sync, "Leave Conference", & Pay for CEUs at conference registration desk

Tracked on a paper form?

Turn your form in at the conference registration desk & pay for CEUs