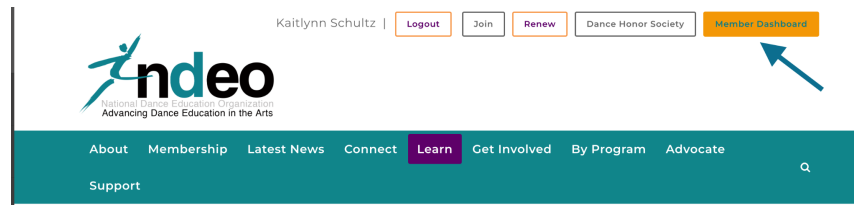
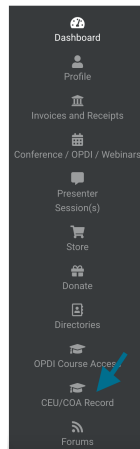


1. To claim your CEU/COA please login to your NDEO account and click on Member Dashboard from the menu in the top right corner



2. From there you will select "CEU/COA Record" from the left hand panel.



3. After clicking on this there will be a Purple "Claim CEU" button - click this and on the following page complete the form with your hours attended/credits being claimed. If you need this certificate printed and mailed be sure to check the corresponding box on the form and pay the \$25 processing fee.



4. If you would like to download and print the certificate yourself, after claiming your credits you will go back into your dashboard, click again on the CEU/COA Record tab and you will see your certificate ready to view, download and print!

