

## ABVE CEUs & Evaluations Instructions

1. Visit [www.abve.net/conferences.asp](http://www.abve.net/conferences.asp)
2. Click on the Express Evaluations
3. Login: (Sent in an email from Express Evaluations) Password: ABVE
4. Read the instructions carefully and then click continue.
5. Click on Session Evaluation
6. Click on the day you would like to evaluate.
7. Click on the session you would like to evaluate.
8. Put the 3-digit code that was provided to you at the session in the box on the top right.
9. Fill out the session evaluation.
10. Hit Continue
11. Fill out an evaluation for each session you attended
12. Once you have finished with the session evaluations **complete the overall conference evaluation.**
13. After you have completed all your evaluations click "Certificate" to generate your CEU Certificate. **ONLY DO THIS ONCE YOU HAVE COMPLETED ALL YOUR CEUs – YOU CAN ONLY CREATE YOUR CERTIFICATE ONCE.**

**YOU MUST GENERATE A CERTIFICATE FOR ABVE TO LOG YOUR CEUS TO YOUR RECORD!**

**QUESTIONS CONTACT ABVE HEADQUARTERS @ [abve@abve.net](mailto:abve@abve.net) OR CALL 831-464-4890**