



CE INFORMATION and FAQs

Session Attendance Verification

LeadingAge will capture session attendance using RFID-enabled name badges to record the time you enter and exit a session room; you no longer need to tap in/out of sessions using handheld scanners. **RFID data verification is required for attendance to be awarded for sessions.**

- **HOW DO I KNOW IF MY BADGE IS WORKING; CAN I CHECK MY ATTENDANCE DATA?**

We can verify your RFID tag is working properly. However, we **cannot** look up your attendance for specific sessions or make changes to your attendance data until after the conference.

Please stop by the CE Info Desk (in the registration area) with any questions.

- **I FORGOT OR LOST MY BADGE; CAN I STILL GET CREDIT?**

Always make sure to wear your name badge and keep it visible when attending sessions; do not keep it in your pocket/bag or against anything metal like your phone.

The best way to ensure you get credit for a session is with RFID data verification; LeadingAge will evaluate requests for CE credits without RFID data verification on a case-by-case basis (after the conference).

- **WILL RFID READERS TRACK EVERYWHERE I GO DURING THE CONFERENCE?**

No. RFID readers will only be placed in session rooms; your attendance will NOT be tracked anywhere else in the convention center.

Any RFID data collected onsite will only be used for the purposes of providing session attendance verification to CE-eligible attendees.

CE Eligibility

To be eligible for CEs you must be registered in a [CE-eligible category](#) and provide the required CE information on your registration form. In addition, you must be present for the full duration of each session; attendance cannot be granted for late arrivals, early departures, or without RFID data verification.

- **WHAT SESSIONS ARE APPROVED FOR CREDIT?**

A final list of sessions eligible for NAB, NASBA, RCFE and nursing credit can be found on the [conference website](#). If you are seeking CEs from another credentialing organization, you may be able to use the session verification documentation provided by LeadingAge to self-submit to your state board.

- **WHAT REGISTRATION CATEGORIES ARE CE-ELIGIBLE?**

Only the BUSINESS FIRM NON-EXHIBITOR, EXHIBITOR EDUCATION/TRADESHOW, and PROVIDER categories are eligible for CEs.

- **HOW CAN I CHECK THAT MY REGISTRATION FILE INCLUDES MY CE INFORMATION?**

Use the ACCOUNT ACCESS link provided in your confirmation email to access your registration file; go to the CE & SESSIONS/EVENTS SELECTION section and click ADD/EDIT to update your CE information.

- **I DIDN'T REQUEST CEs WHEN I REGISTERED; WILL I STILL RECEIVE A CERTIFICATE OF ATTENDANCE?**

Please visit the CE Info Desk in the registration area as soon as possible to make sure you are eligible for CEs and your name badge is RFID-enabled; LeadingAge cannot verify your CE eligibility or session attendance without this information.

Attendance Documentation/Certificates

Session attendance documentation will be provided to all those who are present for the full duration of sessions (based on the RFID data collected onsite); attendance cannot be granted for late arrivals, early departures or without RFID data verification.

- **WHEN WILL I RECEIVE VERIFICATION OF MY SESSION ATTENDANCE?**

It takes several weeks to process the large volume of attendance data for an event the size of our Annual Meeting; please allow 4-6 weeks for your attendance information to be processed and reported.

If your license renewal is due prior to December 15, you might not be able to use attendance from this event for your renewal.

- **WHAT DO I DO IF MY CERTIFICATE DOES NOT INCLUDE ALL THE SESSIONS I ATTENDED?**

For attendance to be awarded for sessions, you must be present for the full duration of each session; attendance cannot be granted for late arrivals, early departures or without RFID data verification of your attendance.

You will have the opportunity to provide evidence of your attendance for any missing sessions once you receive your certificate of attendance (4-6 weeks after the conference).

Nursing CE Requirements

To obtain a certificate for approved nurse CEs, you must be registered in a [CE-eligible category](#); provide the required CE information on your registration form, and have RFID data verification of your session attendance.

In addition, you must submit a completed [Registration/Evaluation Packet](#) to the CE Info Desk in the registration area at the conclusion of the conference.

RCFE Information

A listing of approved sessions by core of knowledge category can be found [here](#).

Please note: Due to new CDSS audit requirements in place since 2016, LeadingAge can only seek CE credit approval for RCFE administrators for programs held in the state of California.

NAB Registry

You must provide your NAB ID and/or Registry email address in the CE section of your registration file; LeadingAge cannot report your attendance if this information is missing or incorrect.

With the establishment of the NAB Registry, LeadingAge no longer reports to state boards or provides certificates of attendance. Administrators will need to log in to their NAB account to gain access to their credit history and official NAB documentation of your session attendance.

- **WHEN WILL MY SESSION ATTENDANCE BE REPORTED?**

It takes several weeks to process the large volume of attendance data for an event the size of the Annual Meeting; please allow 4-6 weeks for your attendance information to be processed and reported to NAB.

If your license renewal is due prior to December 15, you might not be able to use attendance from this event for your renewal.

- **WHERE CAN I FIND THE NAB APPROVAL NUMBER FOR THE CONFERENCE?**

To search for approval numbers and other information related to NAB approved programs, go to <https://nab.learningbuilder.com/public/activitysearch>.

- **HOW DO I OBTAIN A NAB REGISTRY ID?**

Visit the [NAB Registry](#) website to create an account, obtain your ID, and access your credit history and official NAB documentation reported by the CE providers for the events you attend.