

## **Instructions for Receiving TSHA CEUs for TSHA Members and Non-Members**

You must perform the following steps to receive your TSHA CEU certificate:

- 1). Go to <http://www.txsha.org>.
- 2). Click on **Education** and then **TSHA CE Registry**.
- 3). Click on '**Self-reporting Courses for TSHA Members**' link. Or on '**Self-reporting Courses for Non-Members**' (if not a member) and follow the instructions accordingly.
- 4). You will need the following to complete the process:
  - a). Verification Code (number provided at end of the webinar)
  - b). Title of the presentation
  - c). Date of the session to complete the process.
- 5). Affirm that you completed the course in its entirety. Note that TSHA may conduct random audits to verify that your name was on the Sponsor's roster provided to TSHA.

**For TSHA Members:** When you have added this course to your registry, you will have a permanent record of your completion of this course. You will also be able to print a course completion certificate by clicking on the PDF icon next to your course.

**For TSHA Non-Members:** If you are **not** a TSHA member, you will be able to self-report this course and print a certificate for your files, but the course will not be added to a registry and the certificate will only be available for five days after you complete the steps to report.