CEUHelper Reference Guide:

Tips and tricks for earning your BACB CEUs at the annual meeting of the Maryland Association for Behavior Analysis

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For additional help / CEU Helper questions, contact support@ceuhelper.com

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CEUs via CEU Helper at MABA

Collecting CEUs at the Maryland Association for Behavior Analysis conference is made possible by CEU Helper.

What is CEU Helper? CEU Helper is a virtual CEU collection platform application that allows users to manually collect CEUs while attending conferences. Users will be provided with CEU codes both at the beginning and end of each MABA workshop / session that attendees must enter into the platform. This guide will demonstrate how to use CEU Helper to collect CEUs at the MABA conference.

You must be registered for the annual MABA conference and your CEU package paid for in full to be issued an official CEU certificate. No certificates can be issued if payment is not resolved within 45 days of the event per ACE guidelines; no exceptions.

How to set up your CEU Helper account

1. Go to https://ceuhelper.com/ on your desktop or search "CEU Helper" in your smart device's App store or Google Play store; download and open the application. The logo is a black square with white CEU text.
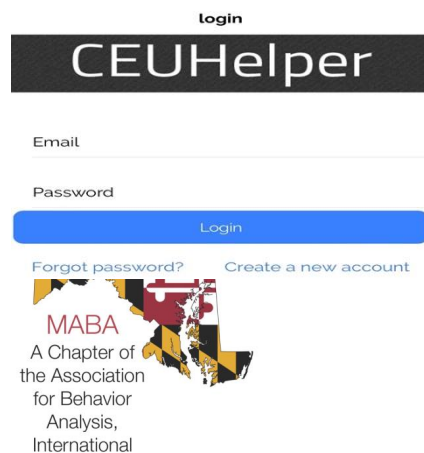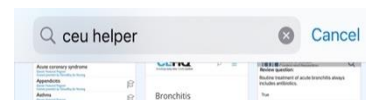
2. Log in or create an account – It is recommended you use the same email address that you used to register for the MABA conference. If you do not remember your password,
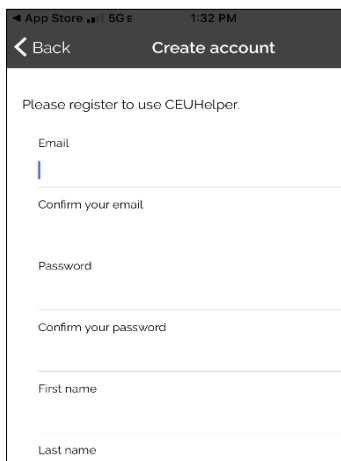
click on "Forgot password?" below the Login button – the app will send you a reset link to your email. The app may log you out throughout the day, so ensure you choose a secure password you remember. **It is essential that you use your full first and last name when creating this account as that is the name that will appear on your CEU certificate (this name must match the name on your BCBA certificate).**

3. If you are creating a new account and have not linked your certificate, CEU Helper will prompt you to do so.
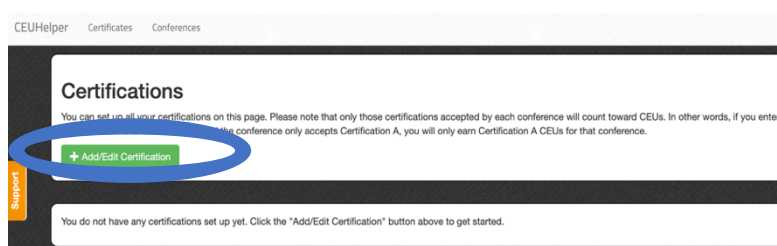
4. Choose your appropriate certificate type and enter your certificate number in the provided box (include the dashes for BCBA certificate numbers; e.g., X-XX-XXXX).
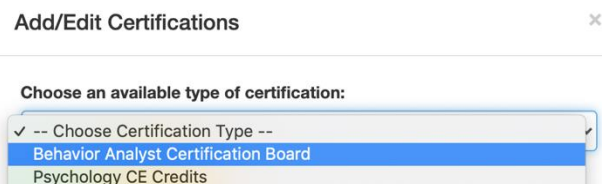
5. Select the correct conference – the Annual Conference of the Maryland Association for Behavior Analysis
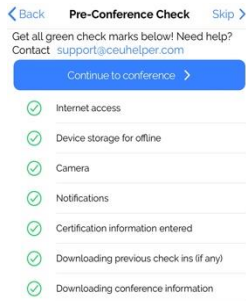
6. Click "Join conference." You are now checked into the conference and can begin collecting CEUs.


Obtaining CEUs at MABA

1. Once you have checked into the conference, the app will take you through a pre-conference check to ensure a smooth collection of CEUs. If you need any help figuring out why the items are not checked green, contact support@ceuhelper.com or visit the CEU table for help.

2. The home page will now look like this. Click "Browse & Check in" to locate the current session. The next session will be displayed on the "Up next" page; but if you need to move to a different session, you can select the "All" page at the top to view all sessions.
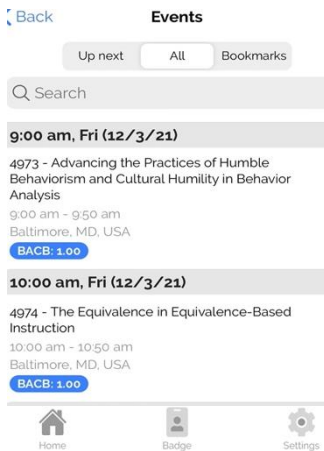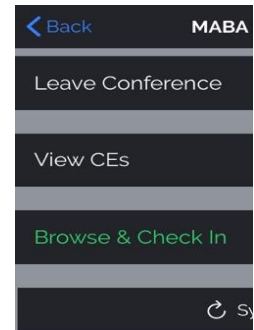
3. Select the current session which will bring up the check-in page. Click [Tap here to check in] to enter the check-in code.

4. Enter the Check-In Code provided by the speaker on their presentation or by a MABA representative. The code will be available for 10 minutes before and 10 minutes after the scheduled start time of the session. You must enter the code into the app within that 20-minute time frame to register for the CEU
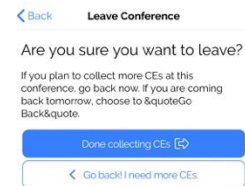
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(e.g., for a 10:00am talk, you can enter the check in-code from 9:50am-10:10am).

5. As the session is ending, the speaker or a MABA representative will provide the Check-Out Code. The code will be available for 10 minutes before and 10 minutes after the <u>scheduled</u> end time of the session (e.g., a talk ending at 10:50 am, the check-out code is available from 10:40am-11:00am). Open the app, click the button to check out from the session, and enter the provided code within the check-out window to complete your CEU for that session.

6. Continue to manually enter both the Check-In and Check-Out codes (i.e., 2 codes for each session) in CEU Helper for every session you attend to collect your CEUs. Each workshop on Thursday consists of 3 CEUs; each invited speaker session consists of 1 CEU.

7. At the end of the conference / your last conference session, select "Leave the Conference" in CEU Helper. This allows the CEU Helper application to log your collected CEUs and allows MABA to generate your CEU certificate. CEU certificates will be emailed to you within a few weeks of the conference; be sure to check your junk / spam email folders!

Troubleshooting Tips

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"I can't connect to CEUHelper" – Check your internet / Wi-Fi connection and ensure the signal is strong. Be sure to download the CEUHelper application and set up your account prior to the start of the conference to ensure you do not miss any check-in codes. You may need to delete and re-download the app if you continue to have issues. You can also reload the app in the Settings feature located on the left of the bottom ribbon within the CEUhelper app.
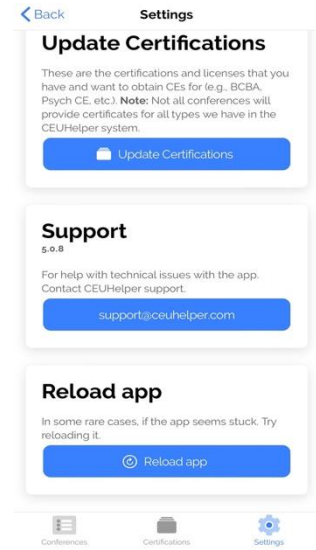
"I entered the Check-in code within the window but it says my Check in is not valid" – The code window is 10 minutes before and 10 minutes after the scheduled start / stop time for the session. You may have been disconnected from the conference in the CEUHelper app. Leave the conference and rejoin and try again. If it still says invalid, click "Force Check In." If this "Force Check In" feature is not available to you, this means you are already checked in (despite the invalid message) and can continue normally (be sure to enter the check-out code at the end). The MABA support team will be in contact with you if there are any issues with your CEU certificate.
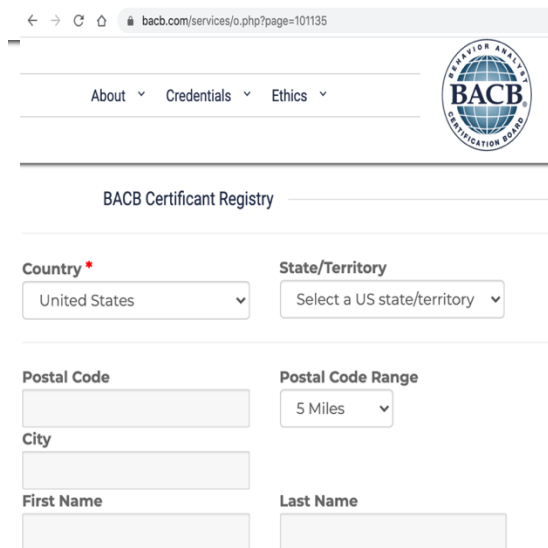
"I entered the Check-in code and it said it was successful, but when I went to check out it looks like it didn't register" – This is a function of the app; if you checked in, it did register it, even if now it says you are not checked in. Please continue to the check-out feature and check out with the code as described above. The MABA support team will be in contact with you if there are any issues with your CEU certificate.

"I entered the Check-out code within the window but it says my CEU is not valid" – The code window is 10 minutes before and 10 minutes after the scheduled start / stop time for the session. If you tried to check out in this window, you may have been disconnected from the conference in the CEUHelper app. Leave the conference and rejoin and try again. If it still says invalid, click "Force Check Out" and re-enter the conference. The MABA support team will be in contact with you if there are any issues with your CEU certificate.

"I checked in and out of a session but it is not showing up in the app"

– The app sometimes need to re-sync, but if the procedures for check in/out were followed the application most likely registered the CEU even if it is not showing up on your application. First, go to your home page at the bottom of the application and click on the button. If the CEUs still are not showing up, you may visit the CEU table for assistance.
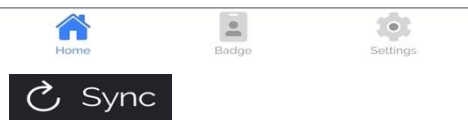
"I don't know my BCBA certificate number" – Log into your BACB account to view your certificate or search yourself in the BACB certificate registry by going to www.bacb.com and clicking "Verify a Certificant" in the upper right corner. Enter your information (including full first and last name) and hit search. Click on your name to see your certificate number.