

Frequently Asked Questions

Continuing Education (CE), ACA Academies, and Evaluations

Education Sessions and Handouts

Q: How do I access handouts and schedules?

A: www.prolibraries.com/counseling

Login using your ACA username and password. Call 800-347-6647 x222 to obtain your login information.

Q: Do I need to register for each Education Session?

A: The Conference Registration includes admission to the Keynote Speaker sessions and the Education Sessions. The Education Sessions are on a walk in basis, as space provides.

Q: Do I need to print all handouts vs. picking them up at the session?

A: If a session has handouts available online, the presenter(s) will not be distributing them during the session. Attendees will need to access the handout prior to, or post, conference.

Q: Will the handouts be available after conference is over?

A: Attendees can access handouts online thru December 31, 2014.

Continuing Education Credit (CE)

Q: How much CE credit can I earn at Conference?

A: One (1.0) continuing education contact clock hour is given per session hour. An attendee could earn up to 18 CE hours Pre-conference and another 16 during the Conference! **100% attendance is required to receive credit during each Session.**

Pre-conference:

Daytime LI= 6.0 CE hours

Evening LI = 3.0 CE hours

Red Cross = 3 CE hours

Education Sessions:

90-minute = 1.5 CE hours

60-minute = 1.0 CE hour

Keynote Sessions

Opening Keynote = 1.5 CE hours

Second Keynote = 1.0 CE Hour

Q: How do I get CE Credit for Pre-conference LIs and/or Conference Education Sessions?

A: Attendees are awarded CE credit after completing a short evaluation, for the sessions attended, at the kiosks near registration, or online at www.prolibraries.com/counseling

1. **Onsite:** Kiosks will be available during conference, located on the 3rd floor, for attendees to complete evaluations.

2. **Online:** Attendees can access the site at www.prolibraries.com/counseling by logging in with their ACA username and password; complete an evaluation for each session under "Session Evaluations". Once evaluations are complete, click "CE certificate" to view/print the CE Certificate.

3. **Mail:** Attendees can print out a CE Report Form on our website at www.counseling.org/conference, along with a printable Evaluation Form (which must be completed for EACH session attended) and mail them to ACA headquarters with a \$15

processing fee. The CE Certificate will be mailed to the attendee 2-3 weeks after ACA receives the forms.

Q: Is there a cost to get CEs?

A: There is a no fee if completed online; however, there is a \$15 fee if the forms are mailed in for processing.

Q: What if I don't fill out the evaluations to earn CE credit during the conference?

A: Attendees can access the evaluation site online thru December 31, 2014.

Q: What if I lose my CE certificate?

A: Attendees have the ability to reprint certificates and attendance records up to 4 years – at no additional cost – at www.prolibraries.com/counseling

ACA Academy Certificates (apply to Education Sessions only, excludes LIs and 30-Min Poster Sessions)

Q: What is an ACA Academy Certificate?

A: A Certificate recognizing an attendee's interest in a specific counseling specialty. An attendee will need to attend six approved sessions within one Academy track.

Q: How are the Academies different from continuing education?

A: An ACA Academy certificate does not offer continuing education credit, but recognizes your interest in a specific counseling specialty.

Q: How do I get an ACA Academy certificate?

A: 1. An attendee can complete and submit the Academy Certificate Form on our website at www.counseling.org/2014academies , and will be able to view and print the certificate instantly, free of charge.
2. An attendee can print an Academy Certificate Form from our website at www.counseling.org/conference and mail it into ACA headquarters for a \$15 processing fee. Academy Certificates are emailed to the attendee 1-2 weeks after ACA receives the form.

Q: Can I earn more than one ACA Academy certificate?

A: Yes, an attendee can earn multiple ACA Academy certificates – as long as the requirements are met for each. The Conference Program Guide lists instructions and approved sessions.

Conference and Session Evaluations

Q: How do I fill out evaluations?

A: At the CE/Evaluation kiosks onsite near registration, or at www.prolibraries.com/counseling thru December 31, 2014.

Q: Where can I take the Overall Conference Survey?

A: At the CE/Evaluation kiosks onsite near registration, or at www.prolibraries.com/counseling thru April 15, 2014.