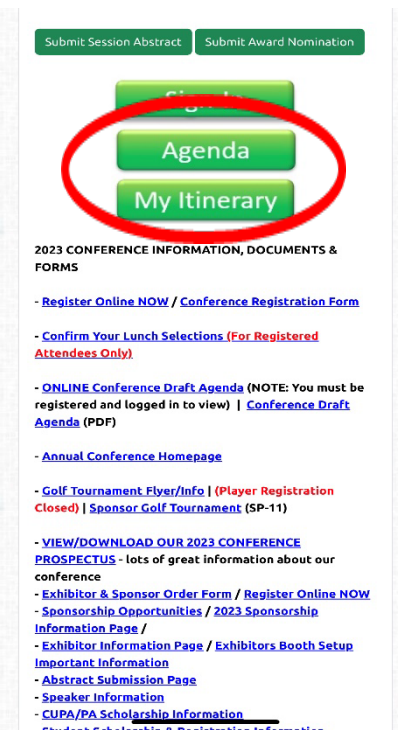


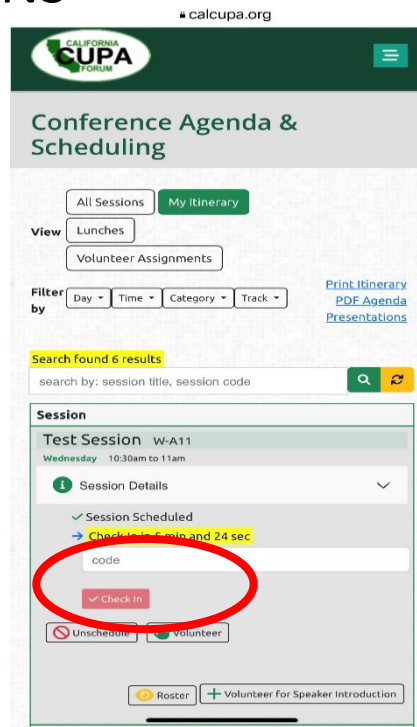
SESSION CHECK IN/OUT INSTRUCTIONS



1. Sign-in to your member's account at calcupa.org.



2. Scroll down and Click the green **My Itinerary** to view your Sessions that you added from the Agenda or Click on Agenda to Select/Add Sessions to your Itinerary.



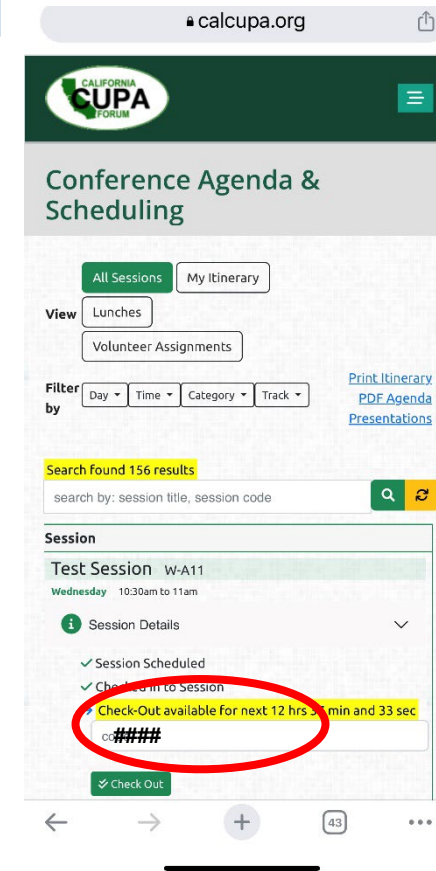
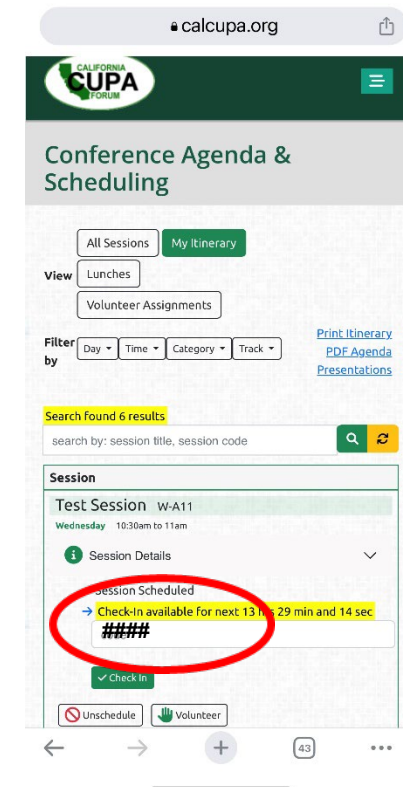
3. Find the correct Session you've added to your itinerary. A red button will appear for check in.

4. Before the Session starts, the check in button will turn green.



5. Enter the unique four digit check in code written on the easel at the front of the room. Please write down the check in code for your reference.

6. Click Check-in.



7. Before the Session is about to end, the check out button will turn green.



8. Enter the unique four digit check out code written on the easel at the front of the room. Please write down the check out code for your reference.

9. Click Check-Out.

Be sure to complete the Session Evaluation to receive your CEUs.

For questions and technical assistance, please go to the CUPA Kiosk.



CEU/ICC Contact Hours Rules

California CUPA Forum is an Accrediting Agency licensed through the California Department of Public Health to offer Registered Environmental Health Specialist (REHS) continuing education contact hours (CECH).

All Training Sessions have been approved to offer REHS CECH for the amount of time the Sessions are scheduled.

The International Code Council (ICC) Certification is provided for all Track C Sessions.

Committee Meetings and Tours are not providing credit.

Use your mobile phone, tablet or laptop to earn credits as follows:

Step 1 – From the online Agenda

(<https://calcupa.org/agenda/index.html>), use the "+ Add Sessions" button to add Sessions to "My Itinerary".

Step 2 – From My Itinerary

(<https://calcupa.org/agenda/index/my.html>), attend Sessions and use "Check In" and "Check Out" Codes as provided during the Sessions to verify your attendance (NOTE: Buttons will become active during Sessions).

Step 3 – Complete a Session Evaluation AFTER you've Checked Out of the Session (the green button will change to "Session Evaluation"). After you complete the Session Evaluation, the button will disappear and you will see "Session Completed".

Step 4 – IMPORTANT - Near the end of the Conference, a Conference Survey BUTTON will be activated and you must complete this for the process to be finalized.

Step 5 – After each of these steps are completed, your CEUs will appear in your Course History.

It is most efficient to complete this information after each Session. A completed Session Evaluation per Session is required to be submitted by March 31, 2023, in your "My Itinerary" at <https://calcupa.org/agenda/index/my.html>

No partial credit is given; please attend the entire session time. After June 30, 2023, if you need help obtaining your CEUs, you will be charged \$25 per Session.

25th California Unified Program Annual Training Conference

SESSION CHECK IN/OUT INSTRUCTIONS

