

How to Obtain Your CE/CME Certificate




Thank you for completing your recent continuing education course. Please follow these steps to access your course evaluation, post-test (when applicable), and CE certificate through IBH's online portal. Please read through all of the instructions below before proceeding.

To earn CE/CME credit, attendees must:

- ✓ Attend the course in full (no partial credit awarded)
- ✓ Sign in and out daily
- ✓ Complete the course evaluation and post-test (when applicable)

Post Workshop:

1. Onsite at the workshop, or immediately after a live webcast, attendees will be provided a copy of the information outlined below. *This form will include a unique workshop specific link.* By following this link, attendees will arrive on the IBH-Join Event webpage which will allow access to your course post workshop requirements.
2. In the first field provided, enter the email address you used to register for the course.
 - If this is your first time logging into the IBH event page, you will need to complete all required fields including your address.
 - Returning attendees only need to enter your email address. Type your email address and hit ENTER on your keyboard. This will direct returning attendees straight to your customer account page.
3. The course you recently completed will be pre-populated into your account. Click on the "Certificate" button located below the title of the conference, that looks like this:
A rectangular button with a white star icon on the left and the word "Certificate" in white text on a dark orange background.
4. A pop-up menu will appear with the next steps. You will need to complete these steps from top to bottom (post-test (if applicable), evaluation, affidavit).
5. Click "Download your Certificate", or have your certificate emailed to you.

You will have 30 days from the course completion date to visit this site and complete all steps to earn your CE Certificate. Please be sure to complete this process soon after the course to ensure you get your certificate before the 30 day deadline.

Important Items to Note

How to Change Your Name or License Number on the Certificate

The information shown at the top of your account page will be the name printed on your certificate. To change your name or license number, click the "Update Info" button in the top section of the page and enter it as you wish to appear on your certificate.

How to Return to the IBH Portal

If you don't have time to complete the post-workshop requirements now, you may return at a later time. To access your customer account, visit

<https://ibh.ce21.com/Account/Login>

- Since a password is (most likely) not currently assigned to your customer account, please select the 'Forgot my Password' link. A password will be emailed to your email address on file which will allow you to proceed to your online account.
- If you already have an account with IBH, please proceed with your existing password.

Technical Questions?

For further assistance with accessing your account, please call IBH support at 707-668-2030 or email staff@ibh.com.