

***Continuing Education Instructions and Descriptions***

**Please read carefully to ensure that you fulfill the requirements for your designation.**

<b>Designation</b>	<b>Instructions</b>
<b>CCM – Commission for Case Manager Certification</b>	<b>Sign in once</b> at the continuing education desk at the start of Day 1 and <b>pick up an Evaluation Form</b> . No sign out. <b>Pick up certificates</b> and turn in Evaluation Forms at the 3:15 break on Day 2. You report your own credits.
<b>CDMS – Certified Disability Management Specialists</b>	<b>Sign in once</b> at the continuing education desk at the start of Day 1 and <b>pick up an Evaluation Form</b> . No sign out. <b>Pick up certificates</b> and turn in Evaluation Forms at the 3:15 break on Day 2. You report your own credits.
<b>Nursing</b>	<b>Follow the procedure for CCM and get a CCM certificate.</b> You report your own credits.
<b>Insurance adjusters &amp; producers -- Virginia State Corporation Commission</b>	<b>You must sign in and out each day</b> at the continuing education desk. Be sure to include your license or national producer number (NPN). <b>You must attend an approved session in each time slot in order to receive credit for the conference; no partial credit is provided.</b> All sessions are approved <u>except</u> the breakout <i>Mindfulness - Take Care of Yourself First, Then Help Others Around You</i> on Tuesday Day 1 at 2:15 PM and the breakout <i>Mindfulness</i> on Wednesday Day 2 at 1:00 PM. Pick up a certificate at the 3:15 break on Day 2. The IWCF reports your credits after the conference.
<b>MCLE – Virginia State Bar</b>	<b>Sign in each day</b> at the continuing education kiosk at the start of Day 1 and <b>pick up a reporting form</b> . No sign out. <b>If you are a Conference presenter, request the Teacher form.</b> All sessions are approved for MCLE credit, including 1 hour Ethics at the <i>Ethics for Attorneys</i> breakout on Wednesday Day 2 at 3:30 PM. You report your own credits after the conference.
<b>SHRM -- Society for Human Resource Management</b>	<b>Sign in once</b> at the continuing education desk at the start of Day 1 and <b>pick up a certificate</b> . No sign out. You report your own credits.
<b>Others</b>	<b>No sign-in or sign-out needed. Pick up a Certificate of Attendance</b> from the continuing education kiosk at the 3:15 break on Day 2.

**Certificates will be distributed at the 3:15 break on the second day of the conference.**  
*(Adjuster & producer credits will be reported after the conference.)*

If you have any questions, please visit the conference registration desk during the conference.  
 After the conference contact David Earnest, 386-677-0041; dearnest@IWCF.US.