



## User Guide for Completing ATIA 2025 Virtual Event CEU Applications

**Please Note:** All ATIA 2025 Virtual Event CEUs must be completed by **Wednesday, April 30, 2025**. No exceptions will be made as ATIA will process all reporting shortly after.

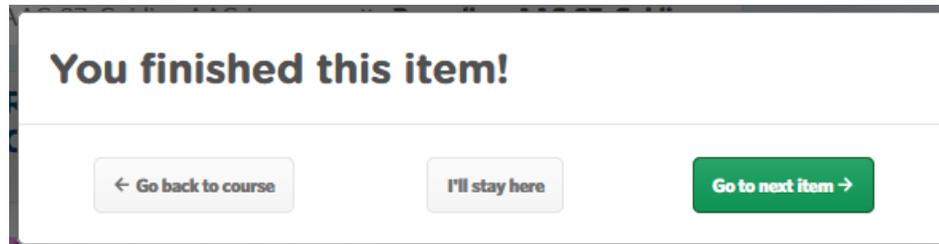
### How to Claim CEUs for the ATIA 2025 Virtual Event:

1. Login to the ATIA Learning Center [at atia.org/learningcenter](https://at.ata.org/learningcenter).
  - You will need to login using the email address you used to register for the ATIA 2025 Virtual Event.
  - You can reset your password if needed by clicking “Forgot Password” on the sign in page.
2. Once you are logged in, click on your name at the top right of the page. Under “**My Activity**,” you will see the ATIA 2025 Virtual Event package that you purchased, and the expiration date of when you need to claim your CEUs by. Click on your ATIA 2025 Virtual Event package.
3. To begin claiming CEUs, select a session.
4. On the session overview page, scroll to the bottom of the page to view the session contents for both the live stream and/or the session recording.

A screenshot of the ATIA Learning Center interface. It shows a list of four items, each with an icon and a right-pointing arrow. The first item is a video camera icon, titled "AAC-02: A Discussion on Intimate Relationships for AAC Users" with the subtitle "Live Web Event: Thu, January 30, 2025 @ 1:15 PM CST". The second item is a grid icon, titled "ATIA 2025 Virtual: Evaluation and CEU Assessments &amp; Certificates" with the subtitle "Section: 5 Assessments 6 Certificates 1 Survey". The third item is a film strip icon, titled "Recording: AAC-02: A Discussion on Intimate Relationships for AAC Users" with the subtitle "Presentation: Nothing uploaded yet AI Generated Prompts". The fourth item is a grid icon, titled "ATIA 2025 Virtual: Evaluation and CEU Assessments &amp; Certificates" with the subtitle "Section: 5 Assessments 6 Certificates 1 Survey".

5. If you attended a **live stream session**, directly following the end of the session, you will gain access to the section titled “ATIA 2025 Virtual: Evaluation and CEU Assessments & Certificates”. Click on this section, under the live stream event title.
  - Please note that not all sessions were live streamed. Some sessions were only recorded.

6. If you did not attend a live stream session, click on the **recording** title and watch the recording until the end.
  - A pop-up screen will appear at the end of the video. **Click the green “Go to next item button.”** This will take you to the unlocked section titled “ATIA 2025 Virtual: Evaluation and CEU Assessments & Certificates”.
  - Alternately, you can return to the course page, scroll to the bottom and click on the section titled “ATIA 2025 Virtual: Evaluation and CEU Assessments & Certificates” listed under the recording.
  - Please note that you will not gain access to the next section unless you watch the video in its entirety.



7. In this section, you will find the Session Evaluation and the CEU Assessments. **Attendees are strongly encouraged to complete the Session Evaluation.** Your session feedback is appreciated.
8. Complete the assessment for any Continuing Education Credits you would like to claim.
  - If you do not see a specific CEU assessment, the session is not eligible for that CEU type. All sessions are associated with the approved CEU for that session. Review the session's listing (the previous page) for CEU eligibility.

### ATIA 2025 Virtual: Evaluation and CEU Assessments & Certificates

Please see below for the listing of certificates available for this course. If you're in need of a **general Certificate of Completion**, please complete the Session Evaluation below to access this certificate.

**Please complete the assessment(s) below to obtain your CEU Certificate(s) by April 30, 2025.** You will not be able to claim CEUs after this date. You may claim as few or as many of the CEUs as you need for your records. For additional information on Satisfactory Completion and Continuing Education, please visit: [ATIA 2025 Virtual Event CEUs](#).

#### Claiming ASHA CEUs?

- **Individuals claiming ASHA CEUs** must complete the ASHA CEU Assessment below and obtain the ASHA Certificate of Attendance for this session in order for ATIA to submit your participation to ASHA.
- Please ensure your ASHA ID # is included in your Learning Center profile by clicking on your name and editing your profile if needed. This will ensure any CEUs claimed are posted to your ASHA CE Transcript accurately.
- All ASHA CEUs for the ATIA 2025 Virtual Event will be reported after April 30, 2025. **Please allow 4-6 weeks for processing after this date.**
- ASHA posts ASHA CEUs to an individual's ASHA CE Transcript.

You can access your Certificates at any time by clicking on your name in the top right of the screen, and navigating to the "Certificates" tab of your profile. If you have a question regarding CEUs, please email [ceus@atia.org](mailto:ceus@atia.org).

*(screenshot continued on the next page)*

-  **ATIA 2025 Virtual Event Session Evaluation** >  
Survey: 1.0 Completion Certificate Hours 5 questions

  **ATIA 2025 Virtual Event Certificate of Completion** >  
Certificate: 0/1 Course items completed
-  **ATIA 2025: ACVREP CEU Assessment** >  
Assessment: 1.0 ACVREP CEU Hours 0.1 ACVREP Credits 4 questions 2 retakes

  **ATIA 2025: ACVREP CEU Certificate** >  
Certificate: 0/1 Course items completed
-  **ATIA 2025: AOTA CEU Assessment** >  
Assessment: 1.0 AOTA CEU Hours 0.1 AOTA Credits 4 questions 2 retakes

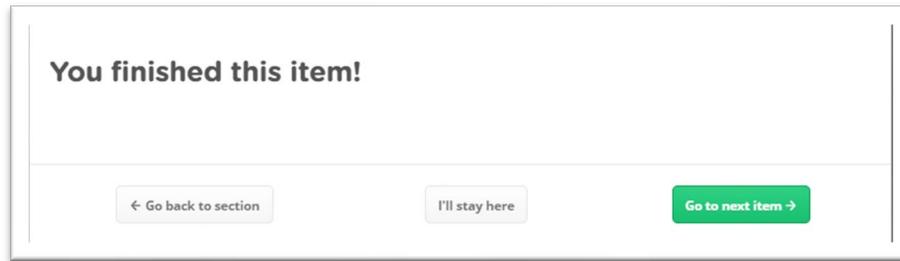
  **ATIA 2025: AOTA CEU Certificate** >  
Certificate: 0/1 Course items completed
-  **ATIA 2025: ASHA CEU Assessment** >  
Assessment: 1.0 ASHA CEU Hours 0.1 ASHA Credits 4 questions 2 retakes

  **ATIA 2025: ASHA Certificate of Attendance** >  
Certificate: 0/1 Course items completed
-  **ATIA 2025: CRC CEU Assessment** >  
Assessment: 0.1 CRC CEU Credits 1.0 CRC CEU Hours 4 questions 2 retakes

  **ATIA 2025: CRC CEU Certificate** >  
Certificate: 0/1 Course items completed
-  **ATIA 2025: IACET CEU Assessment** >  
Assessment: 1.0 IACET CEU Hours 0.1 IACET Credits 4 questions 2 retakes

  **ATIA 2025: IACET CEU Certificate** >  
Certificate: 0/1 Course items completed

- Once your answers have been submitted for the Evaluation or an Assessment, you will be notified that you have completed the item. Click the green “Go to next item” button.



- Upon completion of the Session Evaluation, you will receive a Certificate of Completion.
  - You must complete a CEU's assessment in order to claim a CEU.** General Certificates of Completion will not be submitted to ASHA reporting – only ASHA Certificates of Completion issued from completed ASHA Assessments.
- Upon successful completion of a CEU assessment, that CEU certificate will be generated for the session\*. Verify that the information is correct. You can then complete additional assessments if needed.
  - You must complete a CEU's assessment in order to claim a CEU.** General Certificates of Completion will not be submitted to ASHA reporting – only ASHA Certificates of Completion issued from completed ASHA Assessments.
- To view all of your completed certificates, click on your name in the upper right-hand corner. Then select “Certificates.” All of your certificates will be listed.

The screenshot shows a user interface with a navigation bar at the top containing "Settings", "My Activity", "Certificates" (selected), "Purchases", and "My Live Events". Below the navigation bar, there are filters for "Last 30 days", "2024-11-23", "2024-12-23", and a "Load Transcript" button. The main content area is titled "TOTAL CREDITS AWARDED" and includes a "PDF" download button. A table lists the credit types and their totals:

Credit Type	Total
IACET Credits	0.3
IACET CEU Hours	3.0
Completion Certificate Hours	1.0

Below the table is a list of certificates with columns for Name, Course > Section, Award Date, Credits, and Certificate. The first entry is:

Name	Course > Section	Award Date	Credits	Certificate
ATIA 2025: IACET CEU Certificate	ATIA 2025 Orlando In-person CEUs > AAC-129: Exploring Eye Gaze Technology on the iPad: Myth Busting and Practical Insights	12/18/24 1:49 PM CST	Completion Certificate Hours: 0.0 IACET CEU	View Certificate

**Please note:** ATIA will remove all certificates and CEU's related to the ATIA 2025 Virtual Event if a user is found to have misrepresented any information in this process for continuing education credits. ATIA is bound by the rules of each CE Program for which we are a provider.

\*For all ASHA Credits, ATIA will submit all responses to ASHA within the time frame allotted by ASHA. **Please note that ATIA issues an ASHA Certificate of Attendance upon successful completion of an ASHA CEU Assessment and does not issue ASHA CEUs.** After review by ATIA, learner records are transmitted to ASHA for processing. **All ASHA CEUs for the ATIA 2025 Virtual Event will be reported after April 30, 2025. Please allow 4-6 weeks for processing after this date.** ASHA posts ASHA CEUs to an individual's ASHA CE Transcript.

For full information about ATIA 2025 Virtual Event CEUs, please visit this page: [ATIA 2025 Virtual Event CEUs Webpage](#)

Contact [ceus@atia.org](mailto:ceus@atia.org) with any questions.