CEU Catalog Guide

When you access the CEU catalog it defaults to ALL available CEUs.

You can see the Title of the CEU, the Certification(s) it will apply to, Topic Code and Credit Hours.

Below the Title is a brief description of the CEU as well as the cost.
It is recommended when you are viewing the CEU catalog to use the FILTERS on the left side of the page. The filters are:

**Certification** – This will filter the CEU catalog to ONLY those CEUs applicable toward the certification selected. If you select CAC, it limits the CEU catalog to ONLY those CEUs applicable toward the CAC recertification. You can click the certification again to remove the filter. The number in parenthesis represents the number of CEU courses for that certification.

**TOPIC CODE** – If you are looking for a specific topic, you can limit the catalog by that topic

**Credit Hours** – If you are looking for a specific number of CEU hours, you can limit the catalog that way

You can apply multiple filters – Select the Certification, then the Topic Code and finally the Credit Hours. You can use one or two or all three of the filters. To reset, click the filter again and it removes that filter.
**Purchase** – you will be purchasing this from NAAC and completing this on the Learning Management System (LMS). Any CEU completed on the LMS will automatically credit to your account, there is no CEU certificate to enter.

**Details** – NAAC is providing you access to other options for CEUs. When you click DETAILS you will see additional information regarding the CEUs. Once you are on the DETAILS page, you can click DETAILS again to be directed to the providers site. Some providers may charge a fee for their courses.

**For INDIVIDUALS (not Organization Manager's) Purchasing Courses**

To Purchase a CEU – click the **Purchase** button and you will see the purchase details screen:

![Purchase Air Ambulance Elective](image)

**Whom are you purchasing for?**

- [ ] Myself
- [ ] Others in my Organization

**Myself**

You are purchasing a course or CEU for yourself. If you haven't registered already, you will be prompted to register for an individual account with NAAC. There are no refunds offered once you have started the course.

**Others in my Organization**

You are someone authorized by your organization to purchase courses and CEUs for other employees in your organization. If you haven't already, you will be prompted to register as an "Organization Manager" and you will be able to manage an organizational account for your company. Organization Managers may purchase courses and CEUs on behalf of the organization and assign them to employees. You can also add employees to your organization by having them register for an account with NAAC and setting up their account. Once a course or CEU voucher has been redeemed by the employee, it cannot be re-assigned to another employee and no refunds are offered. NOTE: If you have already completed this course/CEU, you will not see the "Myself" purchase option.

If the option to click [ ] Myself is greyed out – you have already purchased and/or completed this CEU in the past and therefore are unable to purchase it again.

If you are purchasing for yourself – click the [ ] Myself button and then click the [ ] Add to Cart.

![Add to Cart](image)
For ORGANIZATION MANAGERS (not Individuals) Purchasing Courses

If you are an Organization Manager, you have the ability to purchase courses for others in your organization and then assign them the course vouchers.

To do this click [Others in my Organization] and change the quantity to the number you desire. Keep in mind that each employee would need their own course to obtain the CEU credit from the training.

If you are associated with more than one Organization – make sure that the correct Organization name is shown in this box.

Once you click the [Add to Cart] button, you will see that the item has been successfully added to the cart and you can either Go to Checkout – and complete your order, or Continue Shopping to add more items to the cart.

If you click Continue Shopping, you will be redirected to the CEU Catalog. If you click Go To Checkout, you will be taken to your Shopping Cart.

You can also view the contents on the Shopping Cart at any time by clicking the [Cart] icon in the red bar at the top of the webpage.

Once you are in the shopping cart, you can review your order and ensure that the proper items are there. You can change the quantity of any item or remove any item. If you make ANY changes in the cart, be sure to click the [Update cart] button to save the changes to the order.
Here is what your cart will look like with ONE course for MYSELF and ONE COURSE VOUCHER for OTHERS IN YOUR ORGANIZATION

<table>
<thead>
<tr>
<th>Product</th>
<th>Attributes</th>
<th>Price</th>
<th>Quantity</th>
<th>Remove</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Ambulance Elective</td>
<td></td>
<td>$40.00</td>
<td>1</td>
<td></td>
<td>$40.00</td>
</tr>
<tr>
<td>Air Ambulance Elective</td>
<td>NAAC, Inc. (Organization)</td>
<td>$40.00</td>
<td>1</td>
<td></td>
<td>$40.00</td>
</tr>
</tbody>
</table>

Total: $80.00

Once you are satisfied with the order click the Checkout button to start the checkout process.

You will see a summary of your order here

If you have a COUPON or Gift Certificate, you would enter that Coupon Code and click ADD COUPON

The next step is to add the BILLING INFORMATION
If you are paying by a credit card, this will be the address where the credit card billing statement is received. The name would be YOUR NAME.

You can also click in the drop down and select an existing address, if you have completed this information on your profile.

Always verify the information is correct before proceeding.

Next you will enter the SHIPPING INFORMATION

Again, if you have entered a SHIPPING ADDRESS on your account, you can click in the drop down and select an existing address.
Click to do a final review of your order

Here is where you will select your payment method:

If you select BILL ME LATER, you will receive an invoice via email immediately. Access to courses is granted upon full payment on the order.

If you wish to pay by credit card – you will enter the credit card information here and you will receive IMMEDIATE ACCESS to all courses upon processing of the credit card transaction. You will receive a receipt via email immediately.
Once you have entered all of the information click **Continue to next step**. This will IMMEDIATELY process the order and charge the credit card OR send the invoice if you selected BILL ME.

Your order is now COMPLETE, and you will see this screen showing your Order Number. You view the order by clicking **view your order**, or click **Return to the front page**.

If you paid for your order with a credit card, you can now access your course by clicking **My account** in the red bar at the top of the web page, then click the COURSES tab.

Then click the title of the course you wish to complete.

Next you will click the **Start Course** button.
Then click **Start Lesson**

Once you start a lesson you must complete the lesson. They system will not track where you left off. If you leave a lesson before completing, you will need to start the lesson over when you resume the course.”

Upon completion of the lesson, there is no CEU certificate to enter. The course is automatically credited to your account. You can see this by clicking the NAAC Certifications tab

Then click the **Continuing Education** button. This is a list of ALL CEUs you have completed on the NAAC LMS or entered with a CEU Certificate.

You can enter CEUs from this screen as well by clicking the **Apply CEU Credit** button.