



## **How to Earn and Track Professional Credits**

Using the Mobile Up Events App

This event offers Professional Development Hours (PDHs) / Continuing Education Units (CEUs). To ensure you receive credit, please follow the steps below using the Mobile Up Events app.

### **Step 1: Identify Credit-Eligible Sessions**

- In the app agenda, look for sessions labeled with credits (e.g., '(1 PDH)').
- Session descriptions will also indicate the number of credits available.

### **Step 2: Check In to Sessions**

- Use the Mobile Up app to check in when you arrive at each session.
- Tap 'Check In' within the session listing.
- Attendance check-in is required to earn credit.

### **Step 3: Track Your Progress**

- In the app, go to 'My Credits' (or 'My Agenda') to see which sessions you checked into.
- Keep track of your total PDHs/CEUs earned during the event.

### **Step 4: Receive Your Certificate**

- After the event, organizers will verify attendance.
- You will receive an official certificate by email showing the total credits earned.
- Please keep this certificate for your professional records.

### **Important Notes**

- You must check in for each session to earn credit.
- If you experience technical issues, visit the registration desk to sign a backup attendance sheet.
- Questions? Contact Joe Kiely (719-740-2240).