

# Instructions: How to obtain Continuing Education Credits/Certificates of Attendance

## Step 1: Load the website

- Using your smartphone or computer, go to the conference website: <u>https://iibecconvention2025.org/education-credits</u>
- If you are using your smartphone, you can also click Claim Your Credits in the 2025 IIBEC Convention App.

## Step 2: Log into your Dashboard

 To login, use your email address and password used for IIBEC. If you have forgotten your password, click "Forgot your password?" to reset it.

and click Sign Up. Sign In with your email and password Username Password Perget your personnel Reget your personnel Reget your personnel Need an account 7 Sign Up	INTERNATIONAL INSTITUTE OF BUILDING ENCLOSURE CONSULTANTS	password New to this site? If you are new to this system or not sure if you've used this site before, enter your information below
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	Ferget your password? By signing in, 1 agree to Need	the Privacy Policy and Terms of Service.  Sign In  a account 7 Sign Up

Step 3: Report your attendance and claim continuing education credits for each session.

- If you are a member of AIA and would like IIBEC to report your attendance for your sessions to AIA, input your AIA member number where indicated.
- Locate the session that you have attended.
- Click on the button labeled Claim Credit.



• Note that you will not be able to claim credit for a session until the start time of the session

- A pop up will appear asking you to make sure you want to claim this credit.
   Please make sure you have attended this session, then click OK.
- You will be prompted to answer a short survey to provide your feedback about the session.
- After submitting your answers, you will be able to download the certificate for that session.
- The certificates that you have generated will remain available in your dashboard to download and save.

## Step 4: Claim Your Total IIBEC CEHs and report to your IIBEC profile *Available starting at 4:00 p.m. Eastern on Sunday, March 9<sup>th</sup>.*

- Once you have claimed credit for each section, scroll to the bottom of the credit dashboard.
- Then click on the button that reads
   Claim Credits.
- At the conclusion of the 2025 Convention, after you have

 

 Total AIA Hours Claimed:
 1.25

 Total IIBEC Hours Claimed:
 1.25

 Step 2: Claim Your Total IIBEC CEHs and report to your IIBEC Profile

 Be sure to double check that you have claimed credit for each individual session before you choose to continue.

 To receive IIBEC CEH credits for the 2025 Convention on your IIBEC Profile, click on "Claim Credits" below.

 Note: Clicking on "Claim Credits" below will automatically update your IIBEC Profile continuing education records in the IIBEC database and cannot be undone.

 Claim Credits

*claimed continuing education credit for each individual session that you attended*, you will be able to submit your total claimed IIBEC CEHs **<u>directly to your IIBEC profile and</u>** download an overall certificate of completion



our	Education Credit Survey						
n.	What is your level of agreement with the following statement? The content presented in this session provided me with new information or a deeper understanding of a concept or practice.						
ers,	<ul> <li>I do not agree</li> <li>I somewhat ag</li> <li>I agree</li> </ul>	ree					
d the	What is your level of agreement with the following statement? The session speaker(s) held my attention and I felt engaged with the content being presented.						
	<ul> <li>I do not agree</li> <li>I somewhat ag</li> <li>I agree</li> </ul>	ree					
	Please provide any feedback on this session in the space below.						
						0	
Available Sessions							
Session		Date	Time	IIBEC CEH	AIA LU		
Annual Meeting of the Memb	pers	03/09/2025	12:00 PM	1.00	N/A	This session has not started yet.	
Trade Show Attendance		03/08/2025	12:00 PM	max. 3.00	N/A	mis session has not started.	
The Excellence in Building Er Consulting Awards	nclosure	03/08/2024	1:30 PM - 2:45 PM	1.25	1.25 L lective	Download Certificate	
Initial Use Cases for Artificial Building Enclosure Consultin	I Intelligence in g	03/07/2025	8:00 AM - 9:15 AM	1.00	1.00 LU/Elective	- Patr	

 A pop up will appear asking you to make sure you are ready to claim IIBEC CEH and update your profile. Please make sure you have claimed credits for each session you attended, then click OK. You will then need to type CLAIM CREDITS to confirm.

25			5 Places two (CLAIM CRED) TEL to confirm:	
	Are you sure you are ready to claim IIBEC CEH credit and update your IIBEC Profile?			filo
CE	Cancel (	<sub>ок</sub> file	Cancel OK dit for each individual session before you choose to cond	nue.
realt for	react individual session before you choose to	continue.	on your IIREC Profile, click on "Claim Credits" below	

Note: By typing CLAIM CREDITS and clicking "OK", your IIBEC profile will be updated to reflect the IIBEC CEHs you have claimed for the 2025 IIBEC Convention & Trade Show. You will not need to upload your Overall Certificate to your IIBEC Profile.

#### Summary: Download the Overall Certificate

 Once you click, okay, you will be prompted to download the overall certificate.

Total AIA Hours Claimed:	1.25	
Total IIBEC Hours Claimed:	1.25	
Download Overall Certificate		

#### **Single Session Certificates**



#### **Overall Certificate of Attendance**

