



### **Contact Hours**

- Attendees can earn 30+ contact hours. Total contact hours to be determined.
- Sessions awarding contact hours will be identified on the session in the ENA Events app.
- Educational sessions will be recorded and available mid-February until May 31, 2024. Contact hours can be claimed until May 31, 2024, for accredited sessions.

### **Disclosure to Learners**

Contact hours are awarded commensurate with participation and submission of evaluation.

The Emergency Nurses Association is accredited as a provider of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation. Provider Unit No. P0232

The Emergency Nurses Association is approved by the California Board of Registered Nursing, Provider #2322.

## Contact Hours FAQs

You will receive a personalized email with a link to the Contact Hour Claim Portal **after 5:30 pm, Thursday, January 25, 2024.**

The email is sent from a third-party vendor and may be blocked by your institution's firewall.

**Please check your spam or junk box.** Look for emails from [DoNotReply@eventScribe.com](mailto:DoNotReply@eventScribe.com).  
If you do not receive this email, contact [CNE@ena.org](mailto:CNE@ena.org)

If you have any issues or concerns regarding contact hours, contact the CNE Team at [CNE@ena.org](mailto:CNE@ena.org)

1. I did not receive the email with my login information. What do I do?
  - Contact [CNE@ena.org](mailto:CNE@ena.org). Provide full name, registration number, and email address where to send login information.
2. I was able to log in, but I don't know how to claim my hours.
  - See below for instructions. If you still need assistance, contact [CNE@ena.org](mailto:CNE@ena.org) for further assistance.
3. How long do I have to claim contact hours?
  - The portal will be open until 11:59 p.m. (Central), Friday, May 31, 2024. After this date, you can no longer claim contact hours, however, you will still have access to your certificate and session transcript.
4. How many contact hours can I claim?
  - 30+ contact hours
5. How do I know which sessions are awarding contact hours?
  - If a session awards contact hours, it will appear on the left-hand side of the screen in the conference App.

The screenshot displays a conference app interface with two main columns. The left column is titled 'Information' and contains a 'Presentation Description' and an 'Accreditation' section. The 'Accreditation' section shows 'Credit Type' as 'CNE' (highlighted with a red circle) and 'Credit Hours' as '.5'. The right column is titled 'Speakers' and lists three individuals: Victoria Nash (Lake Charles Memorial Hospital), Robin Addison (Providence Regional Medical Center), and Jessica Allen (Chandler Regional Medical Center). Below the speakers is a 'Registered attendees' section with three circular icons representing attendees: RA (Robin Addison), JA (Jessica Allen), and another one.

Section	Item	Value
Information	Presentation Description	This presentation will review our hospital's attempt and success at implementing an ED Zen "Wellness" Room into our department. I will discuss hurdles we encountered, staff engagement in the planning process, selection of location and items for room, and results after the grand opening of the room.
	Accreditation	
Accreditation	Credit Type	CNE
	Credit Hours	.5
Speakers	VN	VICTORIA NASH LAKE CHARLES MEMORIAL HOSPITAL
	RA	ROBIN ADDISON PROVIDENCE REGIONAL MEDICAL CENTR
	JA	JESSICA ALLEN CHANDLER REGIONAL MEDICAL CENTER
Registered attendees	RA	
Registered attendees	JA	
Registered attendees		

## Instruction for Claiming Contact Hours

Click the URL link included in your personalized email to gain access to the portal. Your username and password (access key) will be pre-populated. If your login credentials are not automatically filled in, simply use the username and password (access key) provided in the email to log in.

**2024 LEADERSHIP CONFERENCE:**

URL: <https://www.surveymagnet.com/magnet3/login.asp?EventKey=WMIHPWWZ>

Username: test.user@gmail.com

Password (Access Key): HO9778PS

**2024 Leadership Conference**

Thank you for attending the 2024 Leadership Conference. Click Login to access.

**Login to Claim Contact Hours**

**New Users**  
Click 'Create Account' to create your secure account.  
**Create Account**


**Already a User?**  
test.user@gmail.com  
HO9778PS  
**Log in**  
[Forgot Password?](#)

Complete the following tasks to claim contact hours:

1. Contact Hour Claim
2. Overall Evaluation
3. Download Certificate
4. Download Transcript

### **Task 1 – Contact Hour Claim**

1. Click 'Contact Hour Claim' to begin this task.

 **TASKS** (You have 4 left to complete out of a total 4 assigned tasks)

- Contact Hour Claim** (task is due Friday, May 31, 2024)  
0 of 10 Sessions Claimed
- Overall Evaluation** (task is due Friday, May 31, 2024)
- Download Certificate** (task is due Friday, May 31, 2024)
- Download Transcript** (task is due Friday, May 31, 2024)
- [Click the link for step-by-step instructions on how to claim contact hours.](#)

2. Identify the session(s) you wish to claim contact hours. Sessions can be sorted by the following methods:
  - a. Alphabetically
  - b. Status
  - c. Track
  - d. Date

3. Click 'Unlock Evaluation' to open the Session Evaluation.

**CONTACT HOUR CLAIM** Submit to Complete Task

**ADMIN MODE:**  
Check this box to disable task achievements when you submit data on this page.  Disable Achievements

You must attest that you attended each session you are claiming contact hours, as well as submit an overall conference evaluation in order to access your certificate. You will be able to add/update as many sessions as you like until, FRIDAY, MAY 31, 2024. After this date, no changes can be made.

Sort by Date  All Dates  Filter sessions...

Thursday, January 25th Expand

10:30 AM - 11:15 AM (5)

10:30 AM - 11:15 AM	Authentic Leadership: Finding Your True North	0.75 Contact Hrs	Unlock Evaluation
10:30 AM - 11:15 AM	Membership Chair	0.75 Contact Hrs	Unlock Evaluation

4. Attest you have attended the chosen session.
5. Provide any feedback regarding this session.
6. Click 'Submit' to save each Session Evaluation. You will return to the Contact Hour Claim page.

**Session Evaluation** Submit

Thursday, January 25th  
10:30 AM - 11:15 AM  
Authentic Leadership: Finding Your True North


I attest I attended this session. Please provide any feedback on this session. (Required)

Enter response here...

Submit

**NOTE:** You must complete a Session Evaluation for **each** session you wish to claim contact hours.

7. After you have evaluated **all** sessions, click the 'Submit' button to **claim** your contact hours. The contact hours will not be saved unless you complete this step. Go back to the task list.

 **CONTACT HOUR CLAIM** **Submit to Complete Task**

**ADMIN MODE:**  
Check this box to disable task achievements when you submit data on this page.  **Disable Achievements**

You must attest that you attended each session you are claiming contact hours, as well as submit an overall conference evaluation in order to access your certificate. You will be able to add/update as many sessions as you like until, FRIDAY, MAY 31, 2024. After this date, no changes can be made.

Sort by Date  All Dates  Filter sessions...


**Thursday, January 25th** Expand


10:30 AM – 11:15 AM ( 5 ) ^

10:30 AM – 11:15 AM	Authentic Leadership: Finding Your True North	0.75 Contact Hrs	<b>Evaluation Completed</b>
10:30 AM – 11:15 AM	Membership Chair	0.75 Contact Hrs	Unlock Evaluation

## Task 2 – Overall Evaluation

1. Click 'Overall Evaluation' to begin this task.

 **TASKS** (You have 3 left to complete out of a total 4 assigned tasks)

- Contact Hour Claim  
0.75 CNE Contact Hrs claimed
- Overall Evaluation** (task is due Friday, May 31, 2024)
- Download Certificate (task is due Friday, May 31, 2024)
- Download Transcript (task is due Friday, May 31, 2024)
-  [Click the link for step-by-step instructions on how to claim contact hours.](#)

## Overall Evaluation

**Overall Evaluation** **Submit**

Identify knowledge gained and/or practice you will implement because of participating in the 2024 Leadership Conference. (Required)

Enter response here...

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Identify one area of improvement you assessed regarding the conference-accredited education. (Required)

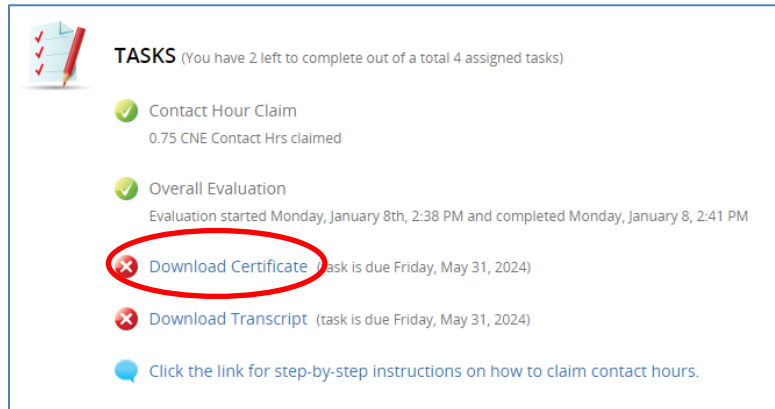
Enter response here...

2. Provide a short answer for each question. When you are finished with this task, click the 'Submit' button.

**NOTE:** The certificate will not be available until Tasks 1 and 2 are completed.

### **Task 3 – Download Certificate**

1. Click 'Download Certificate' to begin this task.

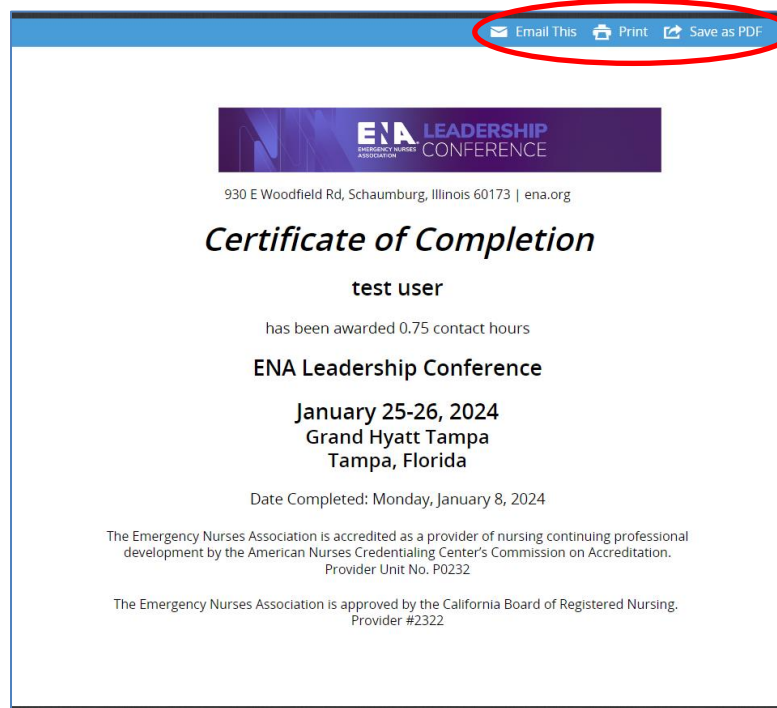


**TASKS** (You have 2 left to complete out of a total 4 assigned tasks)

- ✓ Contact Hour Claim  
0.75 CNE Contact Hrs claimed
- ✓ Overall Evaluation  
Evaluation started Monday, January 8th, 2:38 PM and completed Monday, January 8, 2:41 PM
- ✗ **Download Certificate** (task is due Friday, May 31, 2024)
- ✗ Download Transcript (task is due Friday, May 31, 2024)

Click the link for [step-by-step instructions on how to claim contact hours](#).

2. There are three options on how to receive your certificate:
  - a. Print
  - b. Save as PDF
  - c. Email (will be sent to email address used to register for conference)



Email This Print Save as PDF

**ENA LEADERSHIP CONFERENCE**  
EMERGENCY NURSES ASSOCIATION

930 E Woodfield Rd, Schaumburg, Illinois 60173 | ena.org

**Certificate of Completion**

**test user**

has been awarded 0.75 contact hours

**ENA Leadership Conference**

**January 25-26, 2024**  
**Grand Hyatt Tampa**  
**Tampa, Florida**

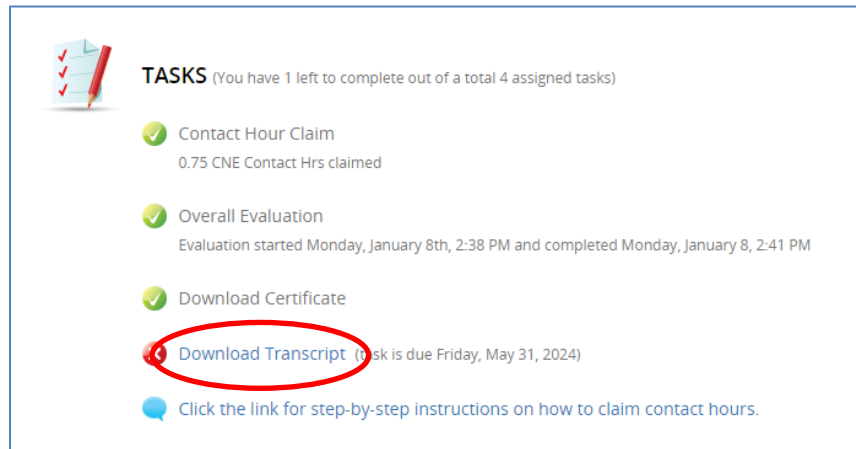
Date Completed: Monday, January 8, 2024

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Provider Unit No. P0232

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Provider #2322

## **Task 4 – Transcript**

1. Click 'Download Transcript' to begin this task.

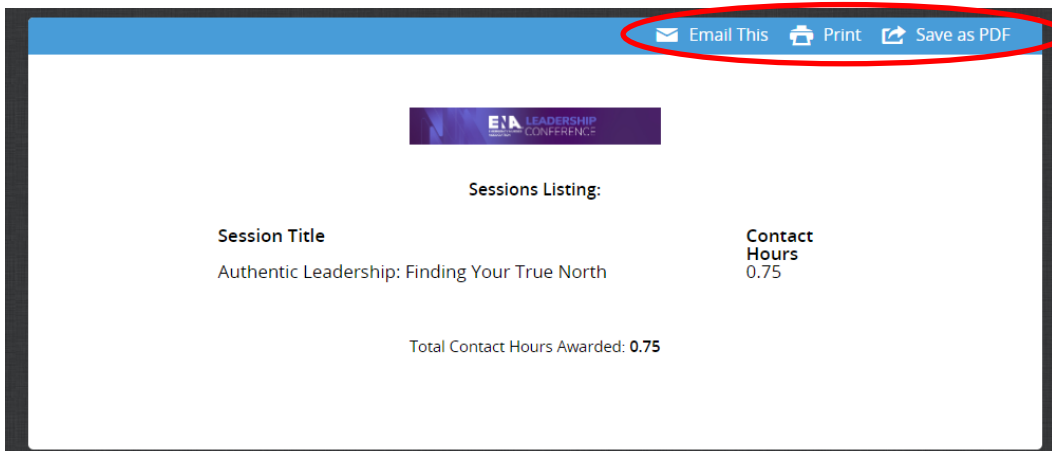


**TASKS** (You have 1 left to complete out of a total 4 assigned tasks)

- ✓ Contact Hour Claim  
0.75 CNE Contact Hrs claimed
- ✓ Overall Evaluation  
Evaluation started Monday, January 8th, 2:38 PM and completed Monday, January 8, 2:41 PM
- ✓ Download Certificate
- ✗ **Download Transcript** (Task is due Friday, May 31, 2024)

Click the link for step-by-step instructions on how to claim contact hours.

2. There are three options on how to receive your transcript:
  - a. Print
  - b. Save as PDF
  - c. Email (will be sent to email address used to register for conference)



Email This Print Save as PDF

**EIA LEADERSHIP CONFERENCE**

Sessions Listing:

Session Title	Contact Hours
Authentic Leadership: Finding Your True North	0.75

Total Contact Hours Awarded: 0.75

Attendees can continue to claim contact hours until **11:59 p.m. (Central), Friday, May 31, 2024**. Be sure to click 'Submit' after each change so the number of contact hours is updated. Also, do not forget to access an updated copy of the certificate.

No contact hours can be claimed after **May 31, 2024**, however, access to the certificate will still be available.

Contact [cne@ena.org](mailto:cne@ena.org) with any questions regarding the contact hour claim process.