



## How to Download CPE Certificates Through IASA eLearning

Attendee CPEs are now managed through our eLearning center located on the IASA website. Following any event hosted by a chapter all attendee CPE information is added to our database typically within two weeks following the event close. Attendees should receive an email directly from IASA Support to take their evaluations and then they can access their CPE certificates. In the event you did not receive an email or need to pull certificates from past events please use the following steps to locate them in your member portal.

Step 1 – Log into IASA web by following these instructions.

- Go to IASA.org and log into your account
- Go to the education tab in the blue navigation bar and select eLearning center in the dropdown box
- Log in here again, it should auto recognize your credentials but if not, they should be the same log in credentials as the main website.
- Select “My Account” on the top right hand top corner
- Select Live Events on the left navigation pane
- Select the sessions needed to take your evaluation and gain access to your CPE certificate. Do this for every session needed.
- Note, sessions are loaded to the email account provided during your zoom webinar or registration of event. If you have registered with multiple emails, you may have multiple accounts and would need to verify each or contact National for support. CPE’s from Chapter events that happened from October of 2020 and beyond should be available in your member portal. All events prior to October 2020 you would need to contact National.

Step 2 – In the event you have logged into the system and still do not see your evaluations or CPE certificates contact IASA, Holly Dotson at [hdotson@iasa.org](mailto:hdotson@iasa.org) for chapter events or Gina Jolly at [gjolly@iasa.org](mailto:gjolly@iasa.org) for national events.

***Important Message – It is the responsibility of the attendee to ensure they have all their certificates for recertification. All CPEs should be printed or verified your access within 30 days of the event to ensure you received your certificates. Certificates that are more than 6 months old may take up to 3 weeks to verify and provide. IASA offices are closed December 24<sup>th</sup> – January 1<sup>st</sup> annually and during this time no CPE certificates can be verified or processed.***