



CE INSTRUCTIONS

TAPS Institute for Hope and Healing is proud to offer CE credits for this program. CE certificates must be obtained from our CE site at: <https://educate.hospicefoundation.org> and are only available *after* the program.

Each CE recipient must have a valid email address. If multiple users share the same email account, you may want to create a free account with vendors such as Hotmail, Gmail or Yahoo.

1. Go to <https://educate.hospicefoundation.org>
Click "Register Now" if you haven't received a certificate from TAPS or HFA before.
2. Enter **CE Course Code**: _____
(displayed/announced at the end of the program)
3. Complete the course **exam**
Note: you may retake the exam as many times as needed, in order to pass at 80% or above
4. Choose your **board**
5. Complete the **evaluation**
6. Enter Payment Information – (VISA/MC/AMEX or discount code if pre-paid)
7. **Print** or email your certificate to yourself

***Certificates are in Adobe PDF format. Please visit <http://get.adobe.com/reader/> for more information.*

Note: Due to board standards, the DATE on your certificate is the date that you complete the online CE process, as that is when all required course information (including the evaluation and exam) are complete.

QUESTIONS OR PROBLEMS:

Call TAPS Institute for Hope and Healing

Phone: 1-800-959-TAPS (8277)

Email: Institute@taps.org

CE POLICY: CE credits are copyrighted by TAPS Institute for Hope and Healing (TAPS). Participants are attending an event of TAPS. All CE certificates must be obtained directly through TAPS—*no exceptions allowed*. Boards approve the content developed by TAPS, not by the viewing organization. Thank you for your cooperation.