



**CHECK-OUT
HANDBOOK**

FOR

WORKSHOP

DOCTORS/NURSES

Revised: 4/18/03

CHECK-OUT HANDBOOK

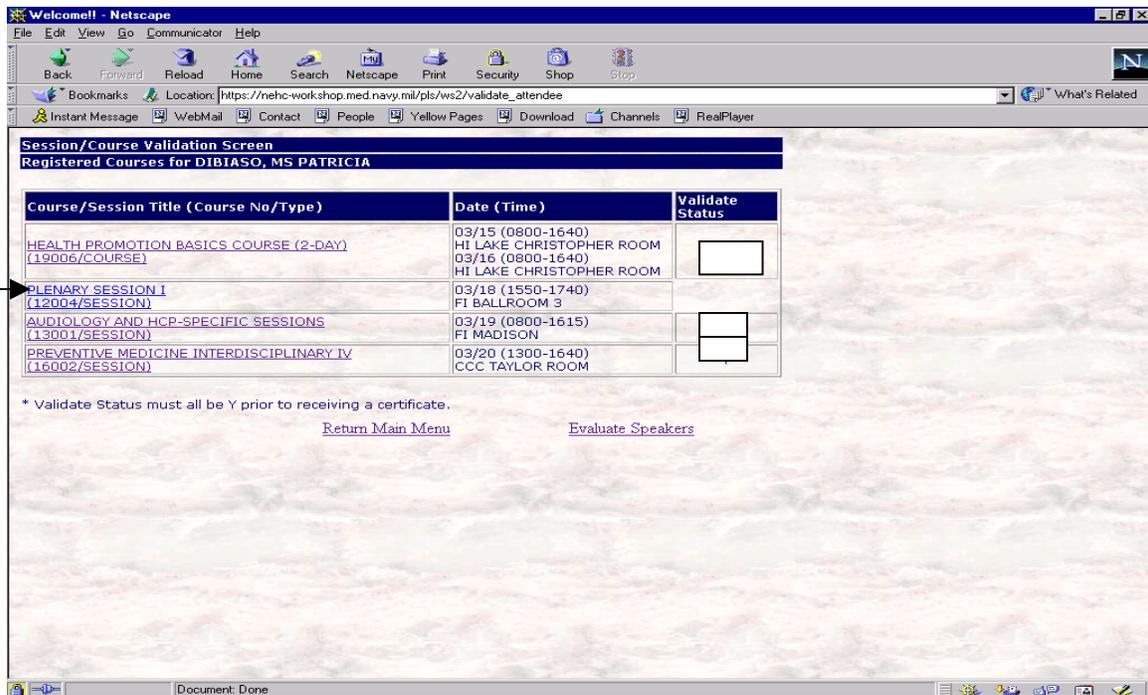
VALIDATING TRAINING ATTENDANCE

1. Click on the "Validate Training" link on the left side menu bar of the Workshop website.



2. This screen, listing all your creditable courses/session will appear. The "Validate Status" column will be blank.

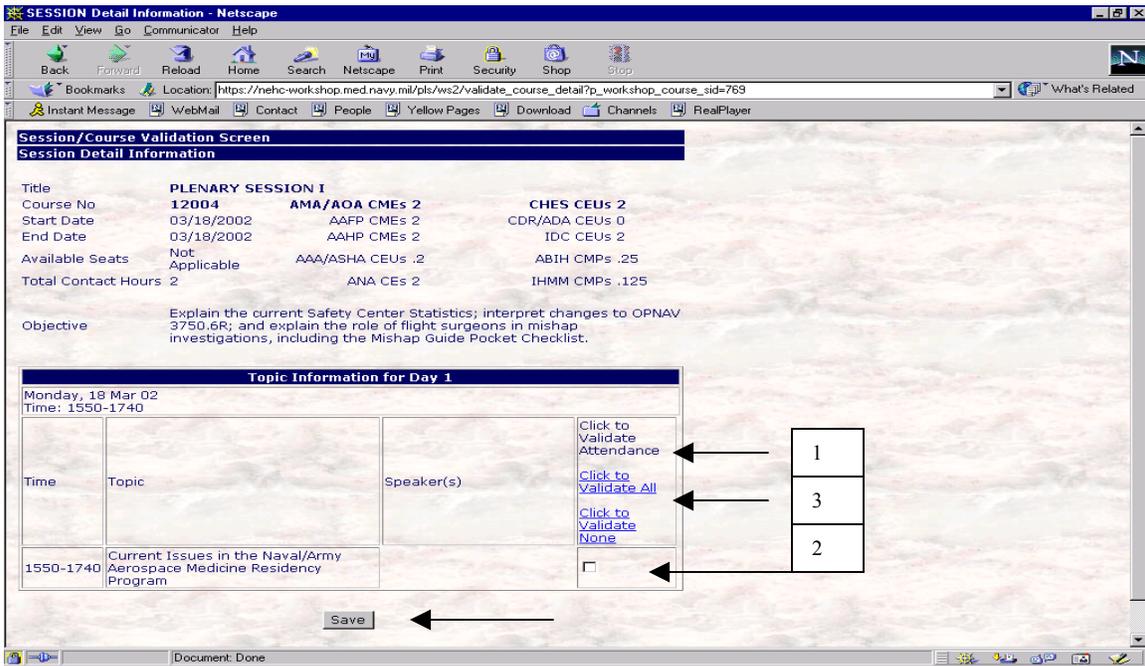
3. Click on "Course Title" link to validate your attendance.



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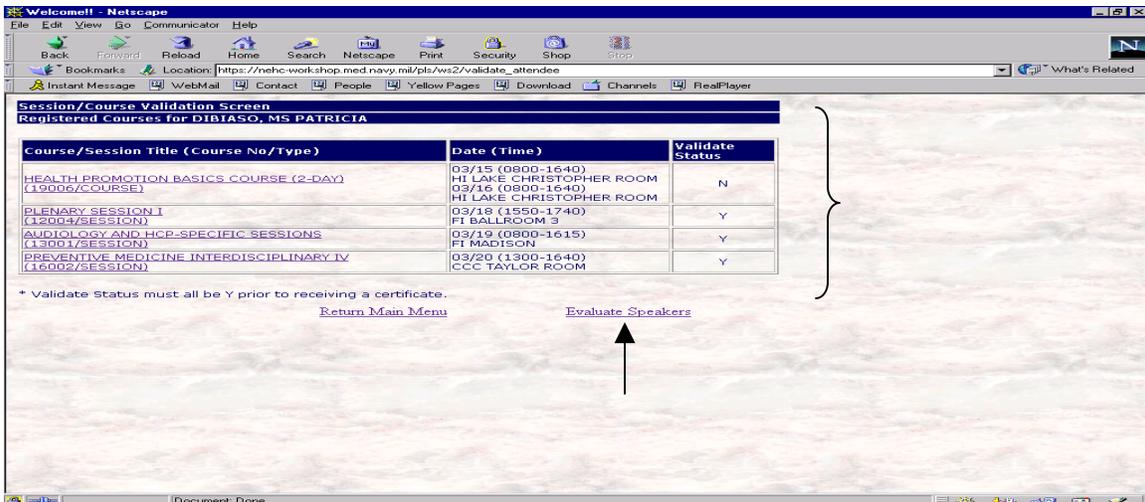
4. This screen will appear. You may click on the "Click to Validate All" (1) link to validate the whole course or session (this is quicker and easier when you attend a multi topic courses/session). You may click on the check box next to the topic title for only those topics you attended (2), or you may click on the "Click to Validate None" (3) link if you did not attend any portion of this session.

5. After validating course/session information, click the "Save" button.



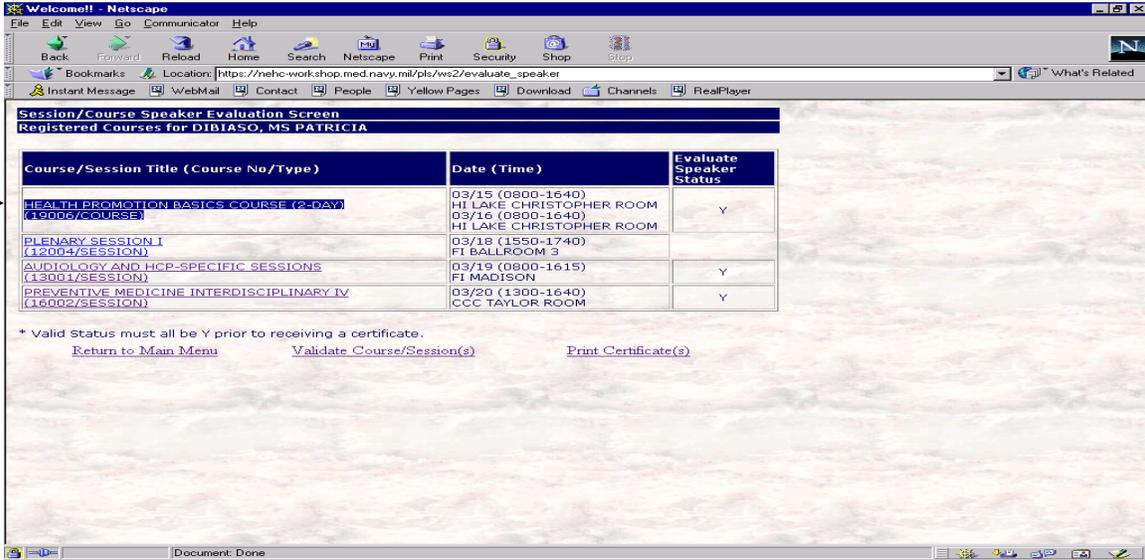
6. By clicking on either 1 or 3, above, you have validated that particular training. The front page will now look like the screen below, with either a "Y" or an "N" in the "Validate Status" column.

7. When you have validated all courses/sessions you have attended, click on the link "Evaluate Speakers."



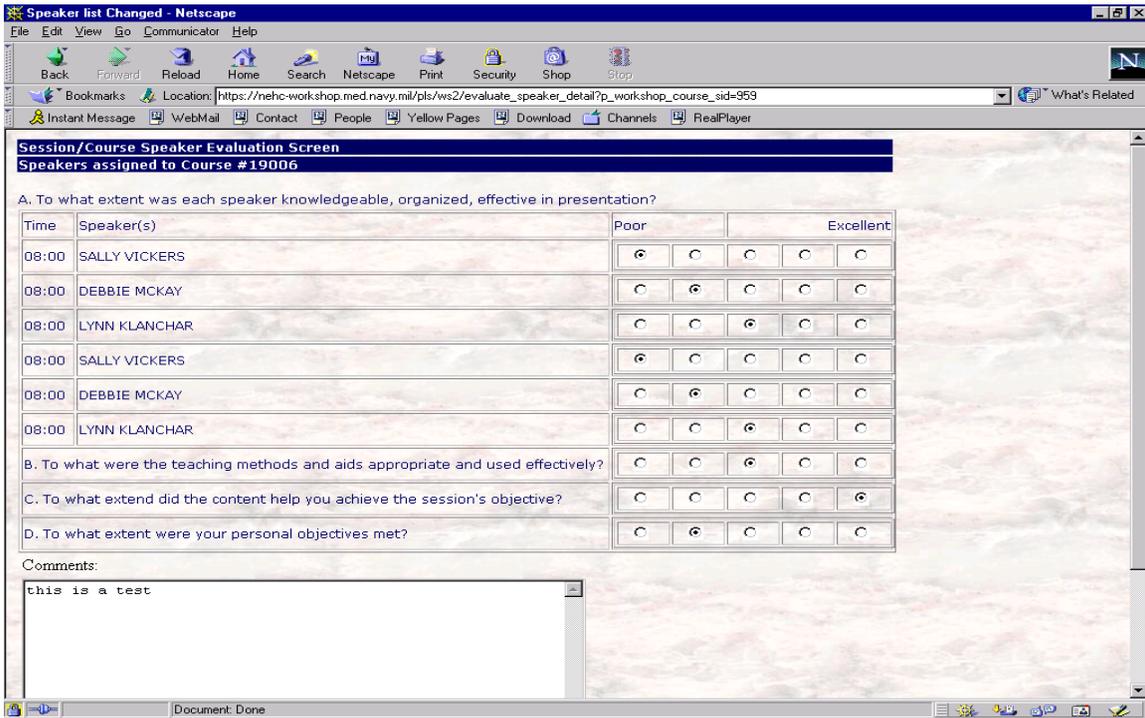
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8. This screen will appear. Click on the course/session title that you want to evaluate.



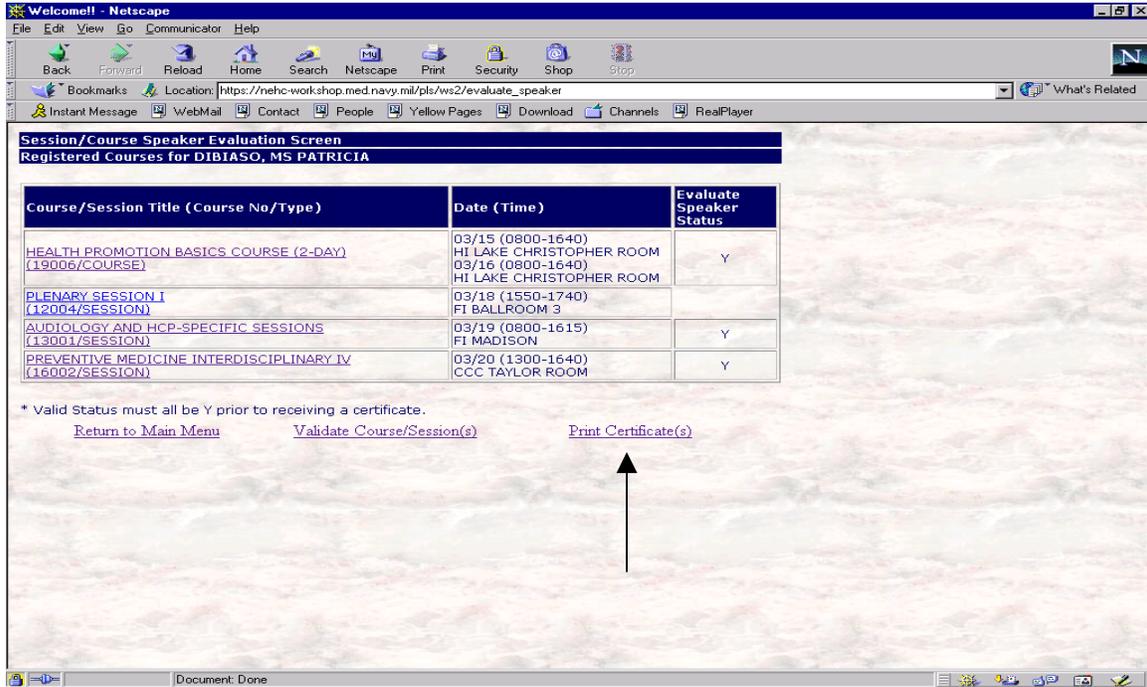
NOTE: You must evaluate all training you validated.

9. Your course/speaker evaluation form will appear. Click on the appropriate radio buttons to evaluate each speaker and answer each question. You may also add additional comments in the "comments" block. When you are done, click on the "submit" button at the bottom of the page.

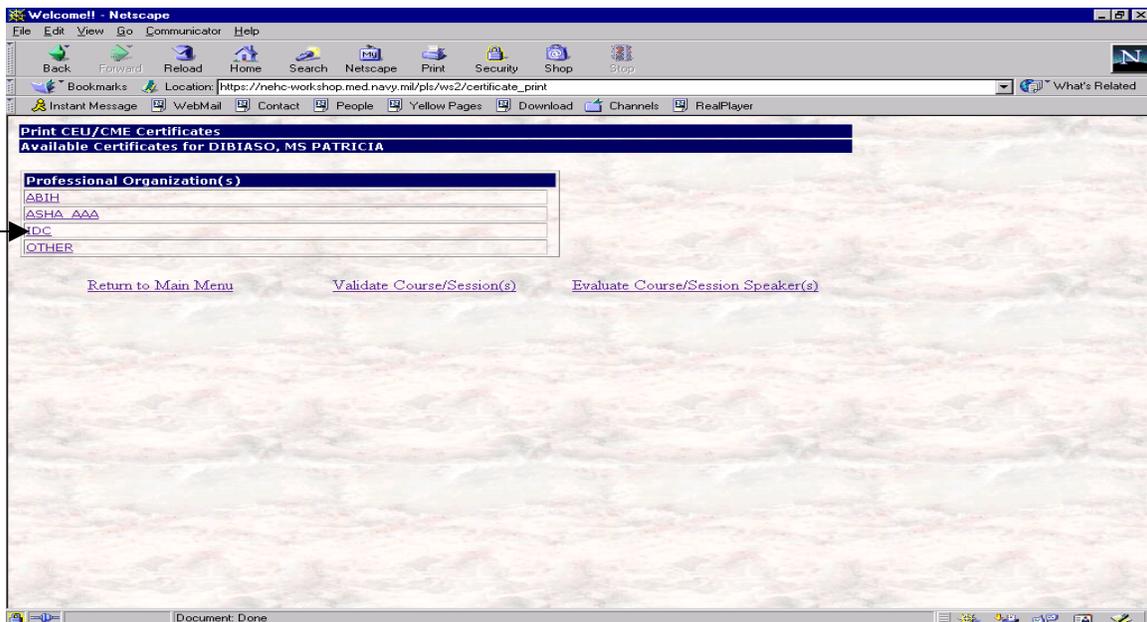


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- When you finish evaluating that course, you will return to the previous screen (below). Follow steps 8 and 9, above, for all courses/sessions you attended.
- When evaluation of all training attended is complete, click on the "Print Certificate" link.



- This screen lists all professional organizations you belong to. Click on one to print a certificate for that organization.



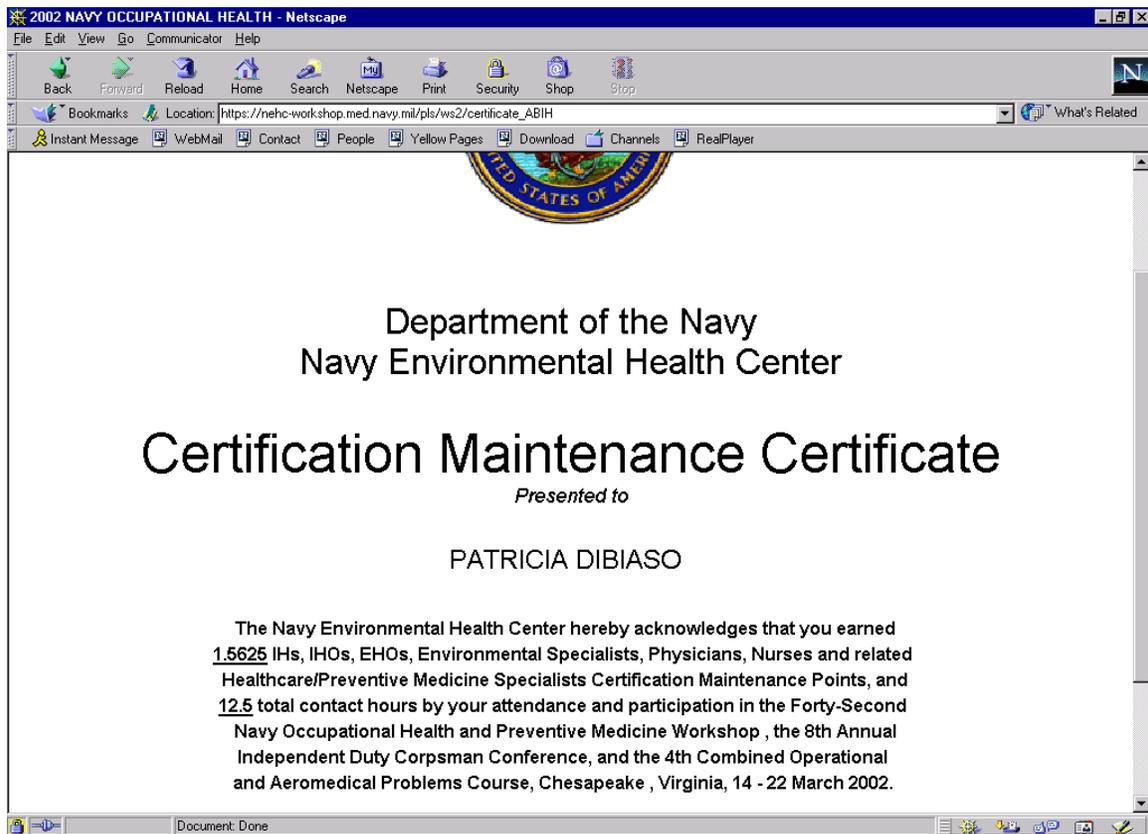
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13. Your certificate for that particular organization will appear on screen. Click "Print."

Note: If you want the certificate to print without the browser header and footer showing, click on "File," "Page Setup." Uncheck all the header and footer boxes. Now the certificate will print without the browser info showing.

14. When done, click the "Back" button to return to the previous screen. You may then repeat steps 12 - 13 for each professional organization certificate, if desired.

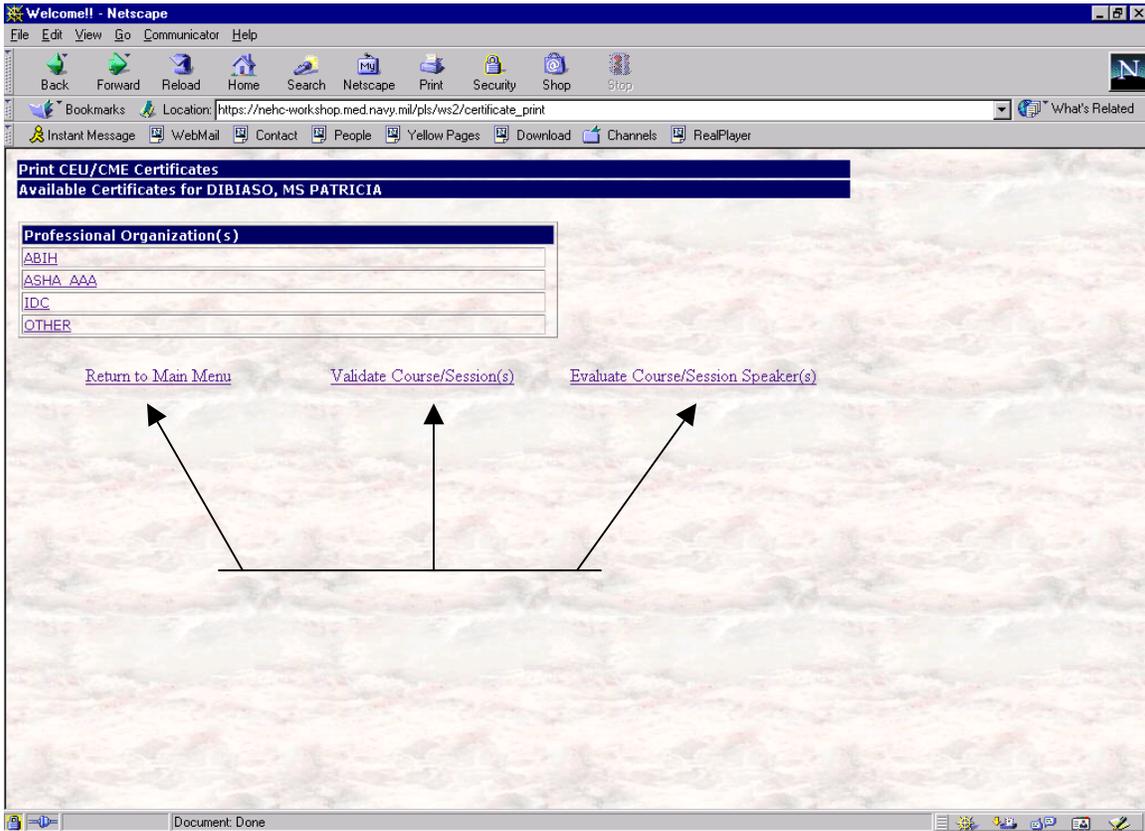
Note: Each organizational certificate is different. If you have multiple specialties selected, you should click on each one and print the certificate that corresponds with that organization.



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Note: You should validate and evaluate all courses/session attended prior to printing. If you do not, your certificate will only reflect hours earned for the courses/sessions you actually validated and evaluated.

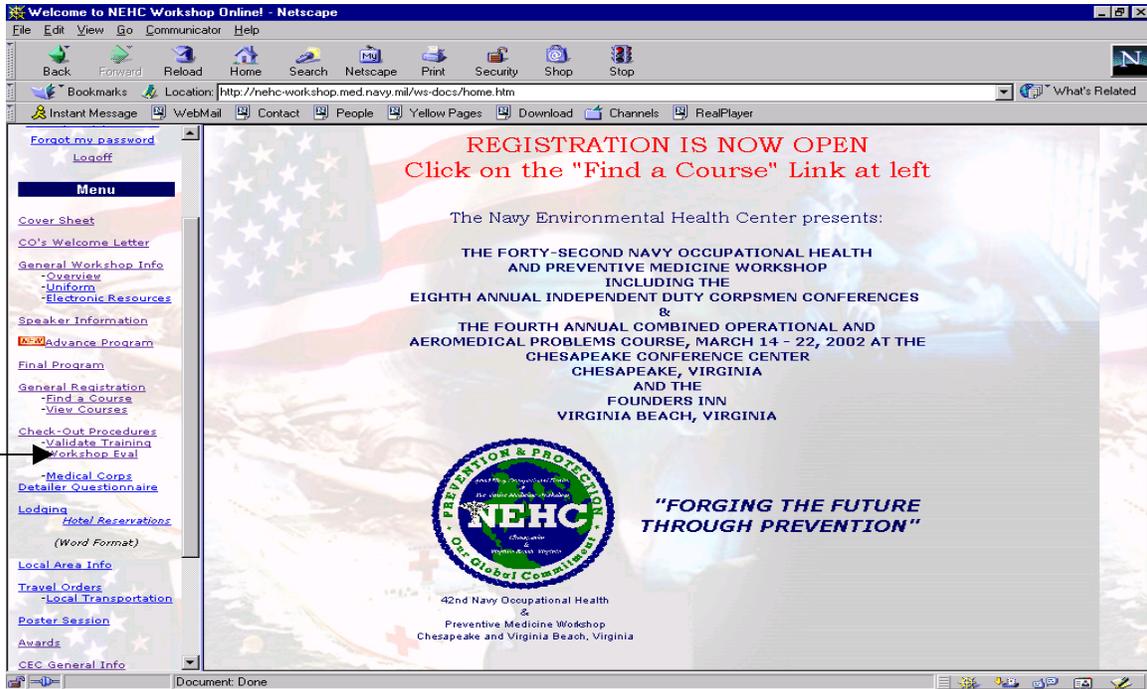
15. You may now return to the main menu, or validate or evaluate additional courses/sessions.



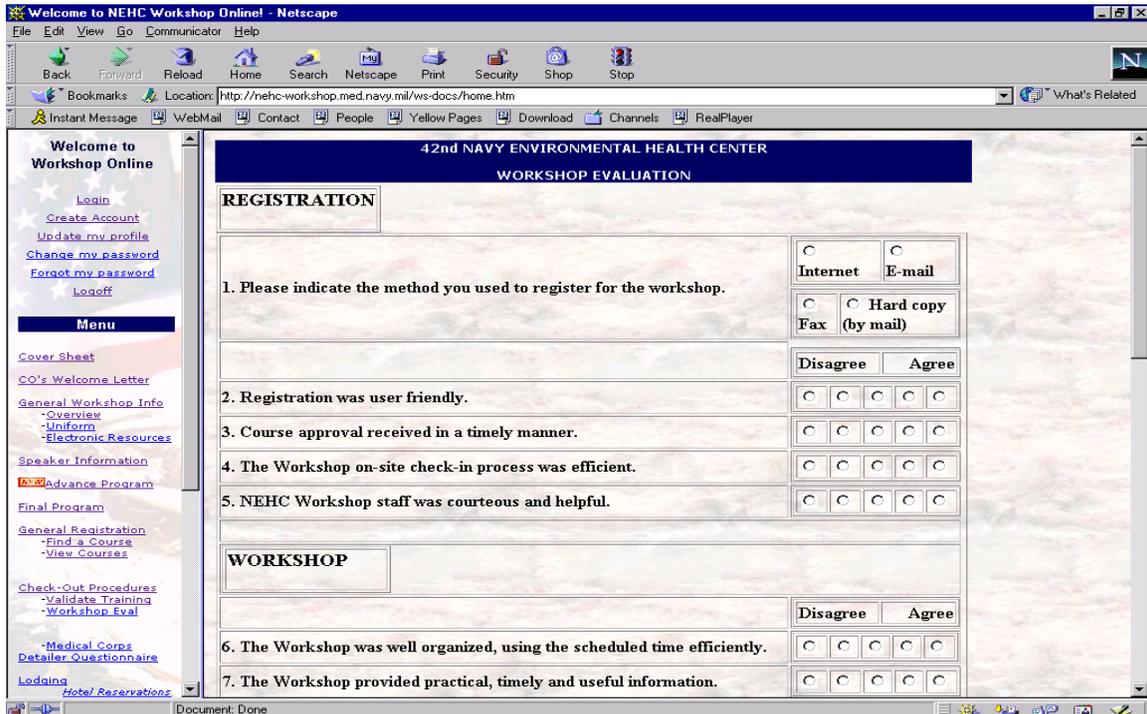
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WORKSHOP EVALUATION

1. Click on the "Workshop Eval" link on the left side menu bar of the Workshop website.



2. The workshop Evaluation form will appear. Please complete the form and click "submit" at the bottom of the page when you are done.



THANK YOU FOR COMPLETING THE WORKSHOP CHECK-OUT PROCESS