

## How to Claim Connect Missouri 2017 Continuing Education Credits

[Log in to your account at eventscouncil.org](http://eventscouncil.org)

Upload the following information for sessions attended to your EIC portal account:

Session Course/Title	Date	Domain	Hours
Body Language Confidential	11/30/2017	Professionalism	N/A
A Guide to Successfully Designing Engaging Learning	11/30/2017	Project Management	1.00
Negative Brainstorming: How to Reveal Problems Before They Happen	11/30/2017	Risk Management	.75
Designing a Brain-Based Event	11/30/2017	Strategic Planning	.75
Travel Tips, Tricks and Hacks for Event Professionals	11/30/2017	Professionalism	N/A

To actively claim CE Hours uploaded to your portal account

Click “Add/Edit Continuing Education”

### My CMP Continuing Education

Session Course/Title	Date	Reported By	Clock Hours
CMP Conclave 2012 - Kotowski, Karen	6/13/2012	Convention Industry Council	0.00
CMP Conclave 2014 - Kotowski, Karen	9/9/2014	Convention Industry Council	0.00
CMP Conclave 2011 - Kotowski, Karen	5/11/2011	Convention Industry Council	0.00

Add/Edit Continuing Education

Click “Edit,” claim the # of hours attended and click “Continue”

➕ Add

Session Course/Title	Date	Reported By	Clock Hours		
CMP Conclave 2012 - Kotowski, Karen	6/13/2012	Convention Industry Council	0.00	←	Edit Delete
CMP Conclave 2014 - Kotowski, Karen	9/9/2014	Convention Industry Council	0.00	←	Edit Delete
CMP Conclave 2011 - Kotowski, Karen	5/11/2011	Convention Industry Council	0.00	←	Edit Delete

Back
Cancel
Save and Exit
Continue