Instructions to Claim Self-Study CE Credits
Deadline: February 29, 2028

1. Go to **https://myads.mclms.net/en/package/16130/view**.

2. Log in with your ADS username and password.
    *   If you forgot your login information, click on *Retrieve Username* or *Reset Password* and follow the prompts.
    *   ***PRO TIP:*** *After logging in, bookmark this page so that you can access it faster.*
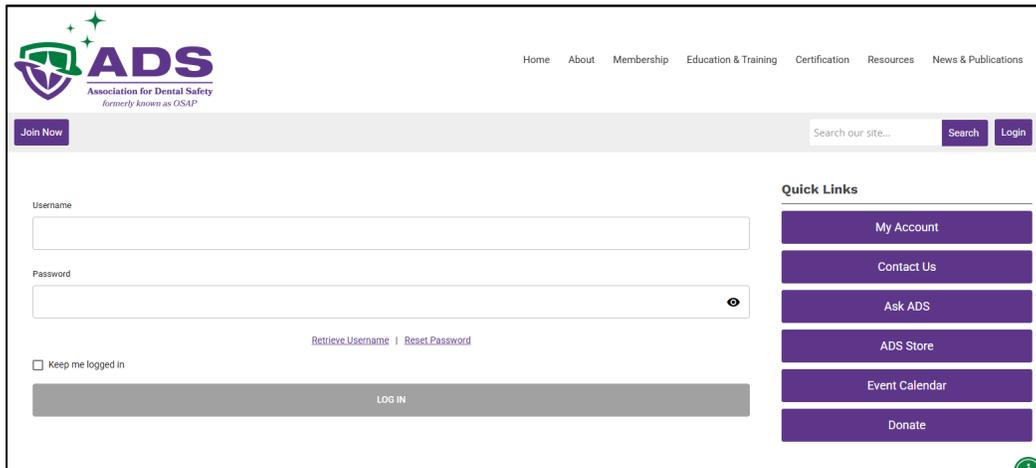
3. Click on the title of the session you would like to claim CE for.
    *   ***PRO TIP:*** *Right-click to open in a new tab so that you can keep up the list of all the sessions.*

4. Click on **On-Demand Recording** in the table.

5. Click the **Play** button to watch the recording. Download the presentation and any other materials from the session. When you're done watching the recording, click the **NEXT: ASSESSMENT** button.

6. Click the purple **START** button to begin the assessment.

7. If you pass the assessment, you will be able to complete the evaluation. Click on the **NEXT: EVALUATION** button.
   - *Please note that if you do not pass the assessment, you can try again by clicking the **RETRY** button.*

8. To begin the evaluation, click on the purple **START** button.

9. Once you have watched the **On-Demand Recording**, passed the **Assessment**, and completed the **Evaluation,** you will receive an email with your CE Certificate.
    *   You can always find your CE Certificates under **MY ACCOUNT > MY CERTIFICATES**.

10. ***Repeat Steps 3 – 9 for each session you would like to claim CE credits for***.
    *   Once added to your account, you can find the sessions in **MY ACCOUNT > MY COURSES**.