

Continuing Education FAQ

Why do I have to sign in and out each day? To receive full CE credit, you must check in and out on the official roster or have your badge scanned each day. If you forget to check in or out, you may only receive partial credit. *Florida requires a Photo ID at sign-in.*

Where is this course approved for Continuing Education credit? Erchonia typically applies for approval in the state where the seminar is held and surrounding states for chiropractic. Erchonia may request national applications for massage and acupuncture. It is your responsibility to confirm that the seminar you attend meets your state board requirements. For additional approval requests, contact the Erchonia Education Team (fees and deadlines may apply).

When will I receive my CE transcript? *Please allow up to 8 weeks after your seminar for processing.*

Timeline	Responsible Party	What Happens
2-4 weeks after the seminar	Erchonia Education Team	Attendance is reconciled and the final roster is completed.
4-6 weeks after NWHSU receives the finalized roster	NWHSU Continuing Education Office	CE transcripts are processed and issued via email.

Who should I contact about my transcript?

If it has been LESS than 8 weeks since your seminar, **please contact the Erchonia Education Team first.** They will verify transcript status and, if needed, communicate with NWHSU on your behalf.

When to Contact	Organization	Name / Office	Contact Information
If LESS than 8 weeks since seminar	Erchonia Education Team	Cassie Siniscalchi Melissa Morningstar	Email: csiniscalchi@erchonia.com OR MMorningstar@erchonia.com Phone: (888)242-0571, Ext 7517
If MORE than 8 weeks since seminar	Northwestern Health Sciences University	NWHSU Continuing Education Office	Email: continuinged@nwhealth.edu Phone: (952) 885-5446

How are my hours reported to my State or Specialty Board? Each state regulates CE reporting differently. NWHSU will report directly to boards that require reporting from the university. It is your responsibility to understand your state's requirements.

Are the techniques taught approved by my state board? You are responsible for checking with your professional licensing board regarding scope of practice and applicability of techniques presented during the seminar.

Do I have to complete the evaluation form? Yes. Evaluations are an important planning tool and help improve future programming. We greatly value your feedback.

To receive full credit for this seminar you must attend and check in and out with the attendance monitor each day.