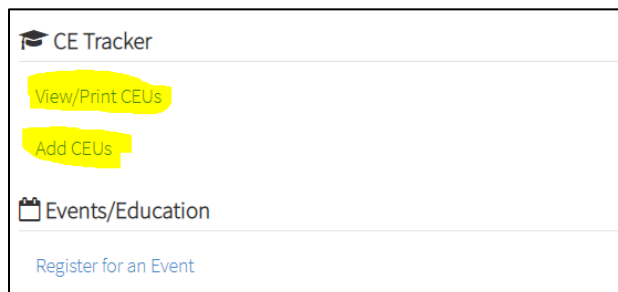


Submit Your Hours to the NSH CE Tracker

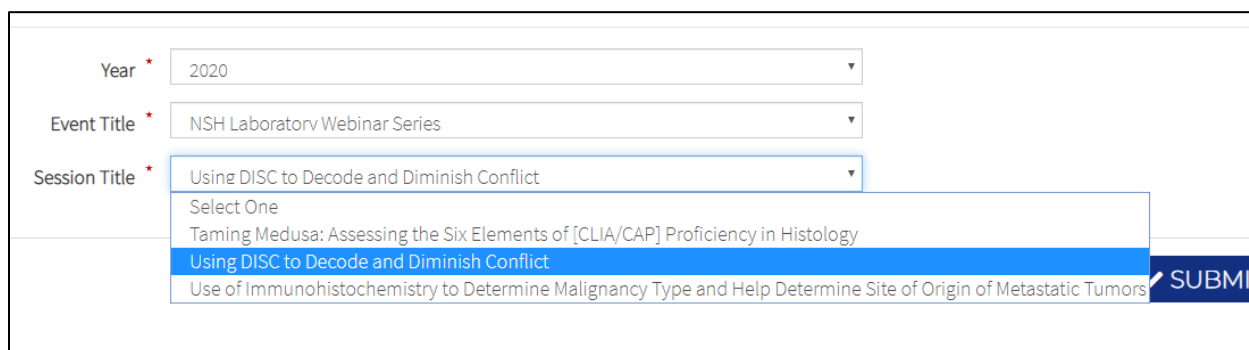
1. **Sign In to your NSH Account** – Login to your NSH Account. If you are new to NSH, you will need to create an account.

1. **Once you are logged in go to your Dashboard and click Add CEUs from CE Tracker menu**



2. Add your CEUs for an event

- a. Step 1: Year: Select the year in which the event was held.
- b. Step 2: Event Title: All events approved in a specific year for CEUs by NSH are available to you to in this drop down list. Select the name of the event you attended. You will find your event name listed on the front side of this tracking sheet
- c. Step 3: Session Title: Select a workshop you attended – each workshop needs to be added individually. The number of CEUs awarded for this session is preset and cannot be edited.
- d. Step 4: Click the Submit CEUs button

A screenshot of the CE Tracker form. The form has three dropdown menus: "Year" with "2020" selected, "Event Title" with "NSH Laboratory Webinar Series" selected, and "Session Title" with "Using DISC to Decode and Diminish Conflict" selected. Below the "Session Title" dropdown, there is a list of options: "Select One", "Taming Medusa: Assessing the Six Elements of [CLIA/CAP] Proficiency in Histology", "Using DISC to Decode and Diminish Conflict" (highlighted in blue), and "Use of Immunohistochemistry to Determine Malignancy Type and Help Determine Site of Origin of Metastatic Tumors". A "SUBMIT" button is visible on the right side of the form.

3. Print your CEU certificate

- a) To print your CEUs, select the View/Print CEUs menu option from your Account Dashboard.
- b) If you only wish to print CEUs from event in given year, use the “Display Credits from” date filter at the top of the page. This will allow you to narrow down what is printed.
- c) Click the Print button, a PDF file will then be generated for you to print or save.