



## Information on Continuing Education Certificates

Your feedback is invaluable to us. After several comments about the three-week wait for continuing education certificates, the Envision Conference staff hopes to clarify and streamline our processes.

There are several reasons for the delay in certificates following the close of Envision Conference.

- 1) **Attendance Records.** Attendance is recorded by scanning each attendee badge as they enter a session room. This data must then be converted and uploaded to our system once our staff returns to our headquarters in Wichita, Kan.
- 2) **Evaluations.** Several accrediting agencies require an evaluation be completed by each attendee in order for the attendee to receive credit for courses attended. This is to make sure principals of evidence-based practice are being presented and practice gaps are identified. Because of our multi-disciplinary nature, we adhere to the strictest regulations for all attendees, regardless of the credentialing body. This is done to ensure consistency in requirements for all of Envision's professional education events. Evaluations are collected at the close of each session and must be input into our system once Envision Conference staff returns to our headquarters in Wichita, Kan. This process can be quite lengthy with an average of 4,000 evaluations to record.
- 3) **Verification of Attendance.** There are several reasons why attendance data may be inconsistent, and we work to fix any issues before releasing certificates. Incorrect attendance data could be a

result of an attendee scanning in at one session before deciding to attend a different session; an attendee not being scanned into the session they attended; a scanner incorrectly collecting badge data. The process Envision utilizes while inputting each evaluation typically catches these inconsistencies before they become a hassle for our attendees.

For Envision Conference 2012, we hope to expedite continuing education certificates of attendance for our attendees.

- 1) Each attendee will receive a general certificate of participation in their registration materials upon check in. This certificate is not a certificate of actual attendance, but merely a document our attendees can provide to their employer to prove their participation. A disclaimer on each certificate will state that actual documented attendance is yet to be determined, and a certificate of attendance will be issued at a later date.
- 2) Envision will work to upload attendance data at the close of each day while onsite during conference. Because attendance data must be recorded before evaluations can be entered into our system, this will speed up the process of attendance verification.
- 3) Once attendance data is input into the system, Envision staff will work onsite to enter attendee evaluations and catch inconsistencies within the data. This process will shorten the time frame for completion.

We hope these measures will ease confusion and frustration for our attendees. We are constantly working to improve our processes in order to improve your conference experience.

If you have any other suggestions regarding continuing education at Envision Conference, or any other issues, feel free to contact us at [info@envisionconference.org](mailto:info@envisionconference.org).