



### **Best Practices for CDTs and RGs:**

*Ensure you receive continuing education (CE) credit for attending a conference*

CDTs and RGs can earn CE credit by attending courses at large industry conferences, such as the upcoming LMT Lab Day Chicago meetings. However, NBC does not pre-approve all courses, and not all course providers will report your CE credit to NBC. Follow these tips to make sure you get the CE credit you deserve:

**Before the conference**, include your CDT/RG number in your registration information. Your number should be in the format XXXXXX-00, where XXXXXX are six unique digits. Do not omit the -00 or any leading zeros.

**At the conference**, at the end of each course you attend, ask the course provider or speaker for a certificate of attendance. If they do not have one, exchange cards with them and request one by email later. Keep any documentation you receive as proof of your attendance.

The onsite program will indicate which courses have been pre-approved by NBC. These course providers should digitally report your CE credit to NBC within two weeks. If the onsite program does not indicate a course has been pre-approved by NBC, you need to report the CE credit you earned yourself.

**After the conference**, log in to MyNBC at [www.nbccert.org](http://www.nbccert.org). Check to see if your CE credit has been reported. If needed, report the CE credit you earned to NBC by submitting your certificate of attendance or other documentation.

**If your credit does not get reported, or if you have trouble getting documentation** from the course provider, contact NBC staff at [certification@nbccert.org](mailto:certification@nbccert.org) or 800-684-5310. We can help you document your credit in a different way, and make sure the credit you earned is added to your CDT/RG records.

Take charge of keeping track of your CE documentation and make sure it's reported to NBC. By following these steps, you can ensure that you are set for your next CDT/RG renewal.

