



## CEU Reporting with Card Readers

The card reader scanners can be used for any size meeting and is most effective with larger meetings. All CCAs, CPAGs and CPSS/Cs received a scannable, plastic card. The card contains both a magnetic strip and bar code containing their name and certification number. The readers are used similarly to sign in sheets. The meeting participant will scan their card at the start of the session. They will need to scan the card for every session they attend that has a tracking number assigned, in order to receive the CEU credit.

1. If you have other card scanner equipment, please check with ASA to see if it can be used with the certification cards. If you would like to use a card reader(s), contact the certification representative for the state the meeting will take place in and request them. Upon availability, they will be sent at no cost.
2. The reader records the time, date, name, and certification number for every entry (card swipe), holds the data and runs off of batteries. When the card is scanned correctly, it will beep and display the name and number so the individual can see that it worked. The readers are portable so they can be passed around the room.
3. You should have a sign in sheet as a back up and for new CCAs or for the first few meetings to train and gain confidence.
4. For CEU events *with no* concurrent sessions, one reader is all you need. The CCA will only need to scan their card at the beginning of the meeting.
5. For CEU events *with* concurrent sessions, you will need one reader per room. Each session must be assigned a tracking number (similar to the paper sign-in sheets). Of note:
  - One reader per room,
  - You can use the reader for more than one session,
  - Identify the reader with the room, the reader must not leave the room (be used for sessions in other rooms),
  - Agenda identifies the tracking number with the time slot,
  - Reader records date and time,
  - Example with concurrent sessions A, B, C at 9:00 in Rooms A, B, C:
    - Readers A, B, C are assigned to Rooms A, B, C
    - Reader records the time, CCA #, names
    - Agenda indicates tracking number with room and time slot
    - Reader data is matched to agenda by ICCA staff when file is sent to ASA
6. Each reader comes with software to upload the data after the meeting and email it to your certification representative. Directions on how to download the reader files are available through your representative. There is no need to return the equipment if you purchased it.
7. If someone borrows a reader from the ICCA office, then the equipment must be returned, so it can be loaned out to other groups. If returning the scanners, you are responsible for the shipping costs back to the ICCA office. Scanners must be returned within **7 days** of the last meeting day and must be returned via UPS or another trackable method due to the cost of the scanners. They can be returned to the ICCA Office (address below).

If you have any questions, please contact your certification representative.