

Dear Attendee,

Thank you for joining us for our 2022 Annual Conference & Expo in San Antonio, Texas! The following instructions are a guide to help you record and submit your CBSPD credit hours following the conference. You will need to provide the CBSPD a “Certificate of Attendance”, program titles, the dates, the approval code numbers and the number of contact hours.

INSTRUCTIONS:

- 1) Visit <https://www.myhspa.org/my-conference.html>
- 2) Click the link titled “Certificate of Attendance and Transcripts”
- 3) Login to your account
- 4) Beside San Antonio 2022, click on the link titled “Build Transcript and Certificate”
- 5) Enter your attendance by selecting the appropriate sessions you attended under each day
 - There are tabs along the top for each day of the conference
 - Click on each time slot to expand and view every session
- 6) Once all your attendance has been entered, click “Save”
- 7) You can then click both “Print Transcript” and “Print Certificate of Attendance” to show your earned credit
 - It will export both to a PDF that you can save and/or print
- 8) Please see the back of this letter for the CBSPD codes that translate to your sessions
- 9) Submit all to CBSPD

For any questions, please contact conference@myhspa.org. We hope you enjoyed your time with us in San Antonio and we hope to see you again next year!

Sincerely,

The HSPA Conference Team

The CBSPD has reviewed the education seminars submitted and they have been approved for Continuing Education Contact Hours based on a 60 (sixty) minute hour. The CBSPD does not award contact hours for breaks, lunch or vendor exhibits.

TITLE: 2022 HSPA (FORMERLY IAHCSSM) ANNUAL CONFERENCE & EXPO
DATE: APRIL 23, 2022
APPROVAL CODE: 0479JLSEM
CONTACT HOURS: 6.0

TITLE: 2022 HSPA (FORMERLY IAHCSSM) ANNUAL CONFERENCE & EXPO
DATE: APRIL 24, 2022
APPROVAL CODE: 0480JLSEM
CONTACT HOURS: 6.0

TITLE: 2022 HSPA (FORMERLY IAHCSSM) ANNUAL CONFERENCE & EXPO
DATE: APRIL 25, 2022
APPROVAL CODE: 0481JLSEM
CONTACT HOURS: 4.0

TITLE: 2022 HSPA (FORMERLY IAHCSSM) ANNUAL CONFERENCE & EXPO
DATE: APRIL 26, 2022
APPROVAL CODE: 0482JLSEM
CONTACT HOURS: 4.0

TITLE: 2022 HSPA (FORMERLY IAHCSSM) ANNUAL CONFERENCE & EXPO
DATE: APRIL 27, 2022
APPROVAL CODE: 0483JLSEM
CONTACT HOURS: 2.0

TITLE: 2022 HSPA (FORMERLY IAHCSSM) ANNUAL CONFERENCE & EXPO(PRE-PAID WORKSHOP)
DATE: APRIL 23, 2022
APPROVAL CODE: 0484JLSEM
CONTACT HOURS: 4.0

TITLE: 2022 HSPA (FORMERLY IAHCSSM) ANNUAL CONFERENCE & EXPO(PRE-PAID EDUCATOR FORUM)
DATE: APRIL 23, 2022
APPROVAL CODE: 0485JLSEM
CONTACT HOURS: 5.0