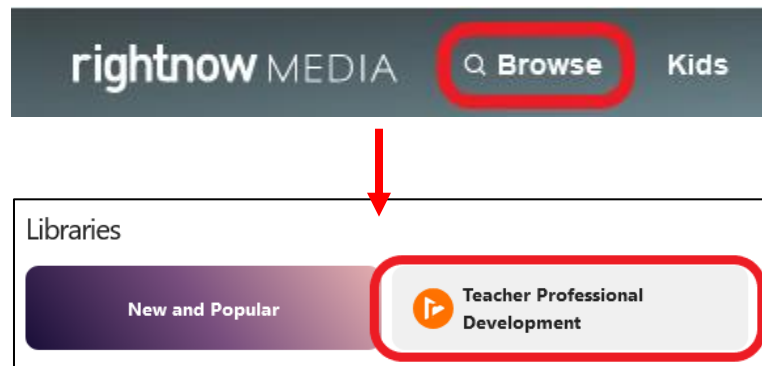# RightNow Media ACSI CEU Instructions

1. Before taking a course, your school must have an active RightNow Media subscription to access the full catalogue of approved ACSI Courses. These courses are found by clicking on the *Teacher Professional Development* library.

2. To find the *Teacher Professional Development* library, click the "Browse" button and then select *Teacher Professional Development* library.
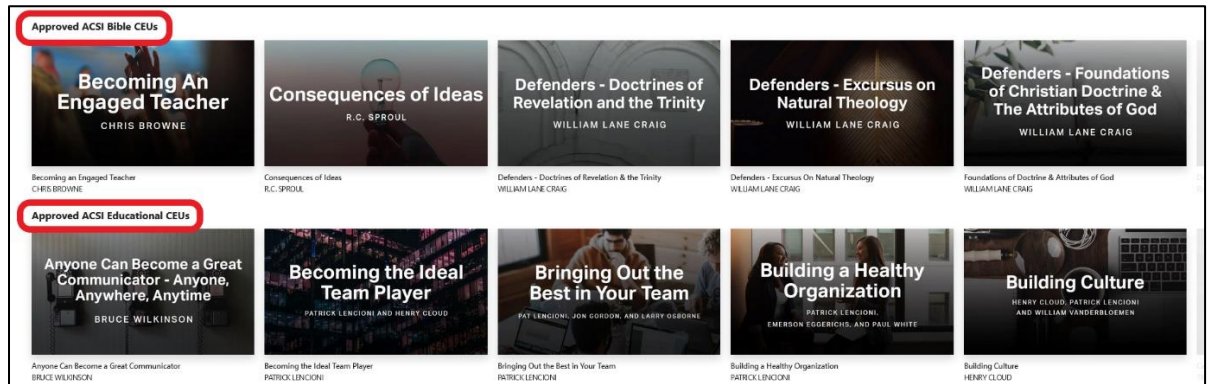

   (Note - ACSI approved courses cannot be completed from a TV connected device such as an Apple TV, Roku, Amazon FireTV, or Chromecast.)

3. The *Teacher Professional Development* library has a banner at the top of the page where you can see the master list of course outlines for all the Professional Development courses available. Each course approved by ACSI will have a specific Course ID next to it.
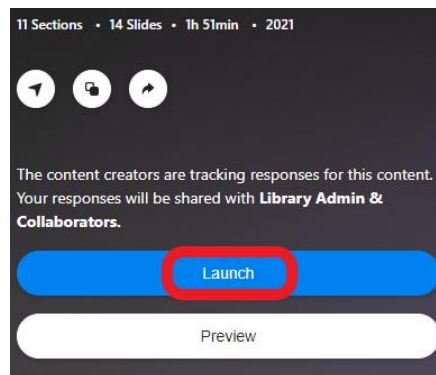
4. From the *Teacher Professional Development* library select your course from one of the two channels entitled *Approved ACSI Bible CEUs* or *Approved ACSI Education CEUs*.
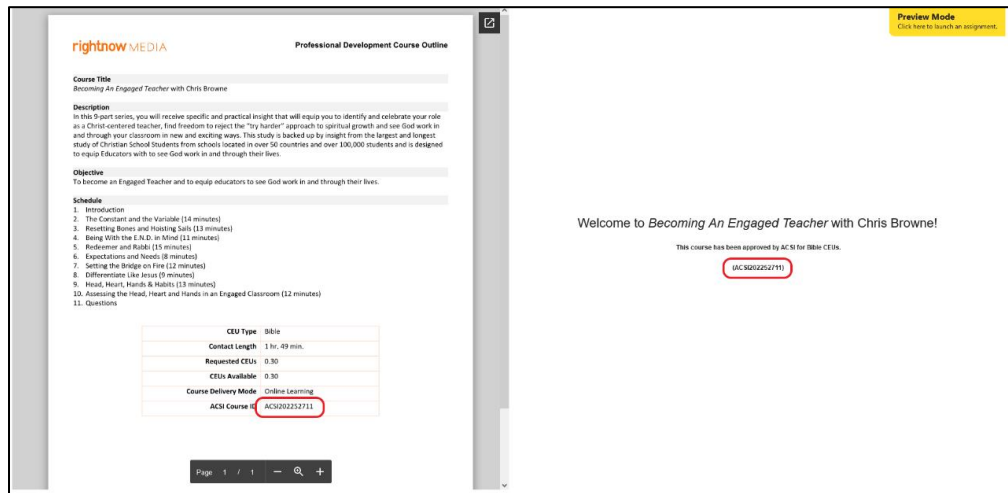

(Note - It is <u>not</u> necessary for the course to be assigned to you. Please just visit the Approved ACSI Bible CEUs or Approved ACSI Education CEUs channel and begin the course there.)

5. Once you've selected a course, click "Launch" to begin. <u>If you skip this step your progress will not be recorded.</u>
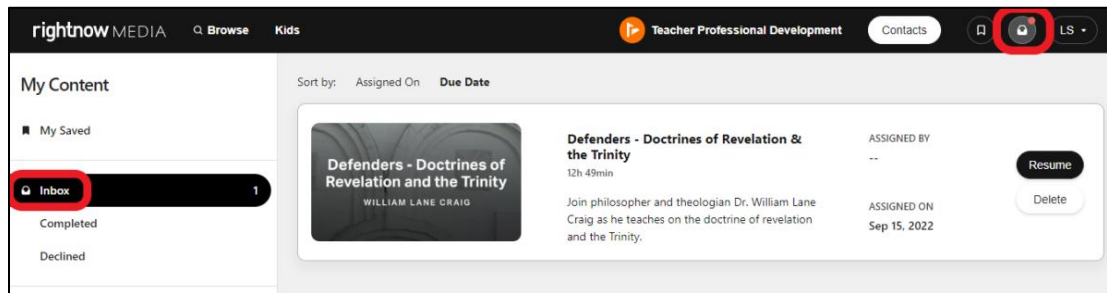
6. As you begin the course, ensure that the ACSI Course ID is shown on the first slide, alongside the course outline.
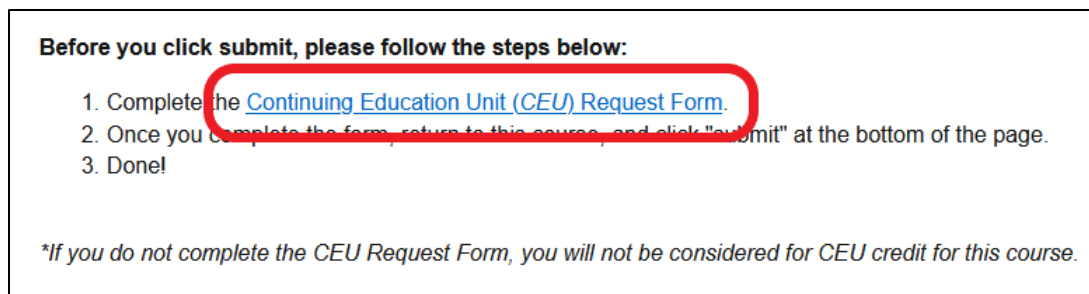

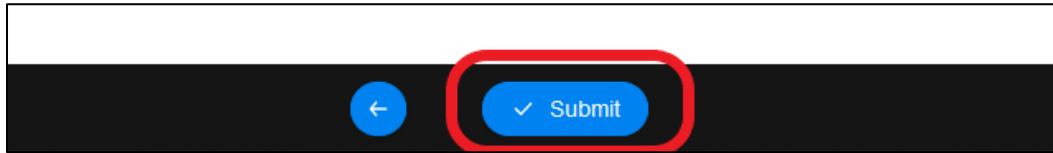==*(Note - only courses with an ACSI Course ID are approved for CEUs).*==

7. If you need to complete the course over multiple sittings, you will always return to the course you've started by going to your "Inbox." This will ensure you're picking up the course right where you left off. If you choose to continue the course from the RightNow Media app on your device or tablet, please follow step #7 in the "device/tablet" instructions below.

8. After watching all the videos in the course, answer the required question(s) and then complete the CEU request form which is hyperlinked on the final slide of the course.
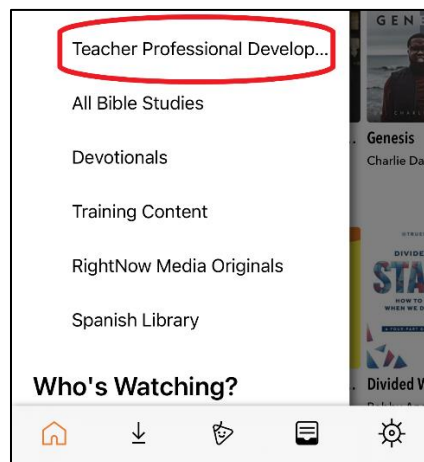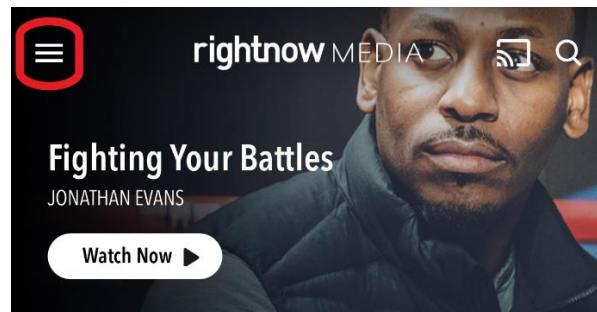
9. Once you have completed the CEU request form, <u>please return to the course on RightNow Media and select "Submit" at the bottom of the page</u>.

10. After you complete the CEU request form, you will receive a confirmation email that your CEU request form has been received.
   a. RightNow Media will then confirm your course completion by ensuring that every video in the course has been watched entirely and questions have been answered fully.
   b. Once verified, a CEU certificate will be issued digitally within 2 weeks to the email recorded on the CEU request form.

1. Before taking a course, your school must have an active RightNow Media subscription to access the full catalogue of approved ACSI Courses. These courses are found by clicking on the *Teacher Professional Development* library.

2. To find the *Teacher Professional Development* library, click the "Browse" button *(three lines)* in the left-hand corner and then select *Teacher Professional Development* library.
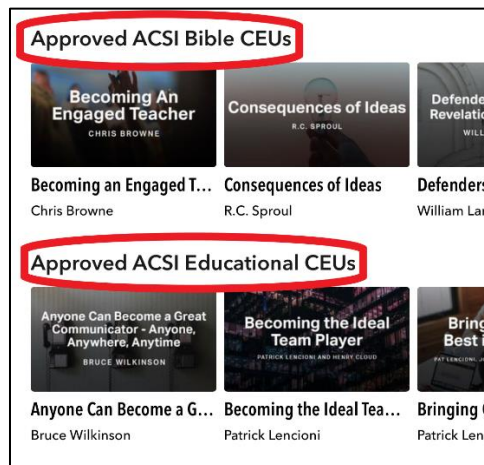

(Note - ACSI approved courses cannot be completed from a TV connected device such as an Apple TV, Roku, Amazon FireTV, or Chromecast.)

3. The *Teacher Professional Development* library has a banner at the top of the library where you can see the master list of course outlines for all the Professional Development courses available. Each course approved by ACSI will have a specific Course ID next to it.
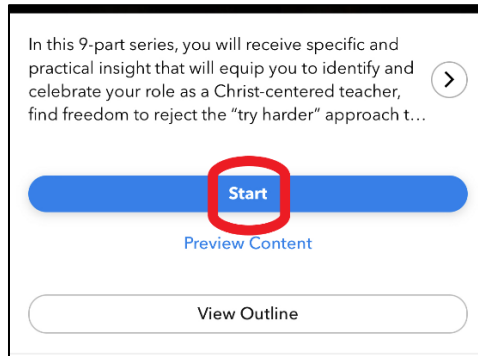

4. From the *Teacher Professional Development* library select your course from one of the two channels entitled *Approved ACSI Bible CEUs* or *Approved ACSI Education CEUs*.
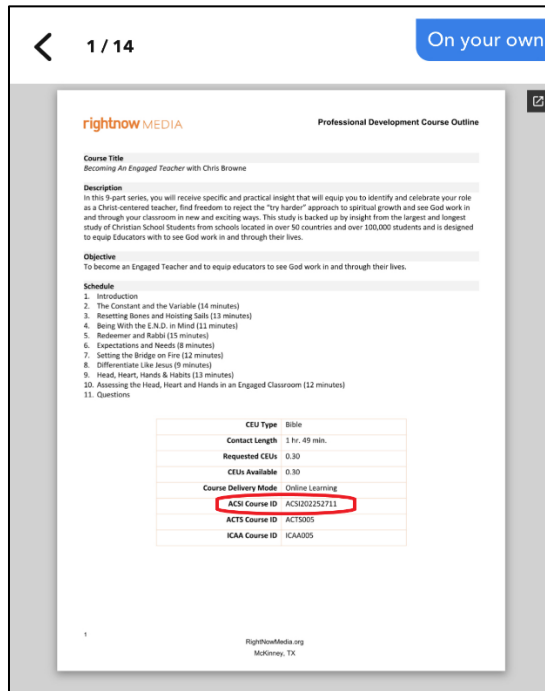

(Note - It is not necessary for the course to be assigned to you. Please just visit the Approved ACSI Bible CEUs or Approved ACSI Education CEUs channel and begin the course there.)

5. Once you've selected a course, click "Start" to begin. <u>If you skip this step your progress will not be recorded.</u>
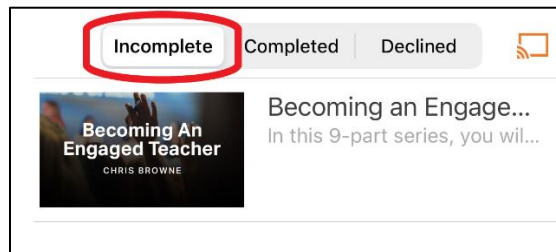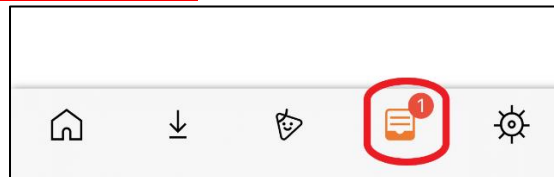

6. As you begin the course, ensure you see the ACSI course ID on the course outline.

(Note - only courses with an ACSI Course ID are approved for CEUs).

7. If you need to complete the course over multiple sittings, you will always return to the course you've started by going to your "Inbox" in the footer of the app.
   a. You should then see the course you wish to continue in the "Incomplete" folder.
   b. After clicking the course you wish to continue, click "Resume" within the course.
   c. If you choose to continue the course from your PC, please follow step #7 in the "PC" instructions above.

8. After watching all the videos in the course, answer the required question(s) and then complete the CEU request form which is hyperlinked on the final slide of the course *(see below).*

9. Once you have completed the CEU request form, <u>please return to the course on the RightNow Media app and select "Submit" at the bottom of the page</u>.

10. After you complete the CEU request form, you will receive a confirmation email that your CEU request form has been received.
    a. RightNow Media will then confirm your course completion by ensuring that every video in the course has been watched entirely and questions have been answered fully.
    b. Once verified, a CEU certificate will be issued digitally within 2 weeks to the email recorded on the CEU request form.

Additional Information / Answers to Common Questions

1. Only courses completed on, or after July 1, 2022, will receive CEU certificates from RightNow Media.
2. If you do not see the *Teacher Professional Development* after completing step 2, either you're accessing RightNow Media from a non-school account, or your school does not have access to the library yet. Please contact us at RNMPD@rightnowmedia.org.
3. All videos in a Professional Development course must be watched within the course itself. Any videos watched outside of the Professional Development course cannot be verified as complete.
    a. Alongside watching the videos within the course, the course must be completed from a desktop/laptop or mobile device/tablet.
4. Other courses listed on the *Teacher Professional Development* library that are not in the *Approved ACSI Bible CEUs* or *Approved ACSI Education CEUs* are not currently approved by ACSI.

If you have any questions, or trouble completing the CEU request form, please contact RNMPD@rightnowmedia.org.