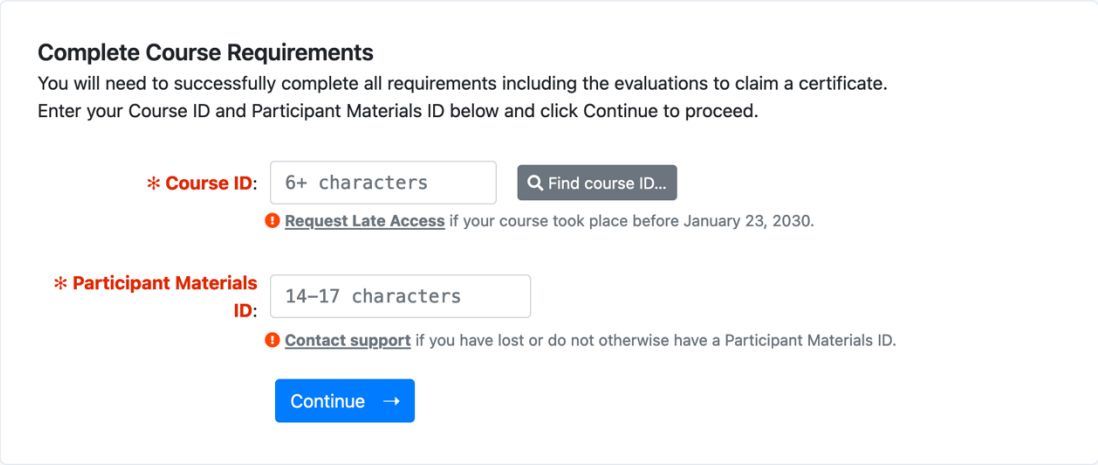
New FHM Hybrid – Participant Process for the Intermediate Instructor Workshop

Participant Portal Link:
https://ce.awhonn.affinityced.com/

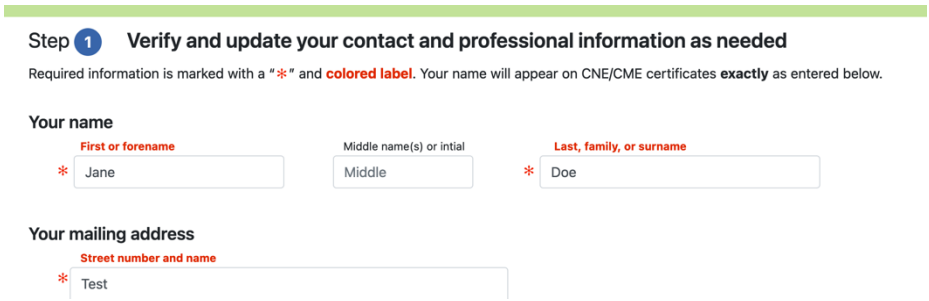
Participants will need to:

1. Log in or Create an Account

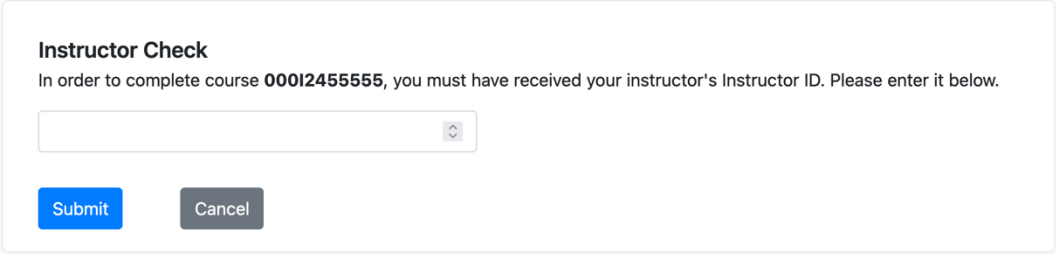
2. Enter the Course ID and Participant Materials ID



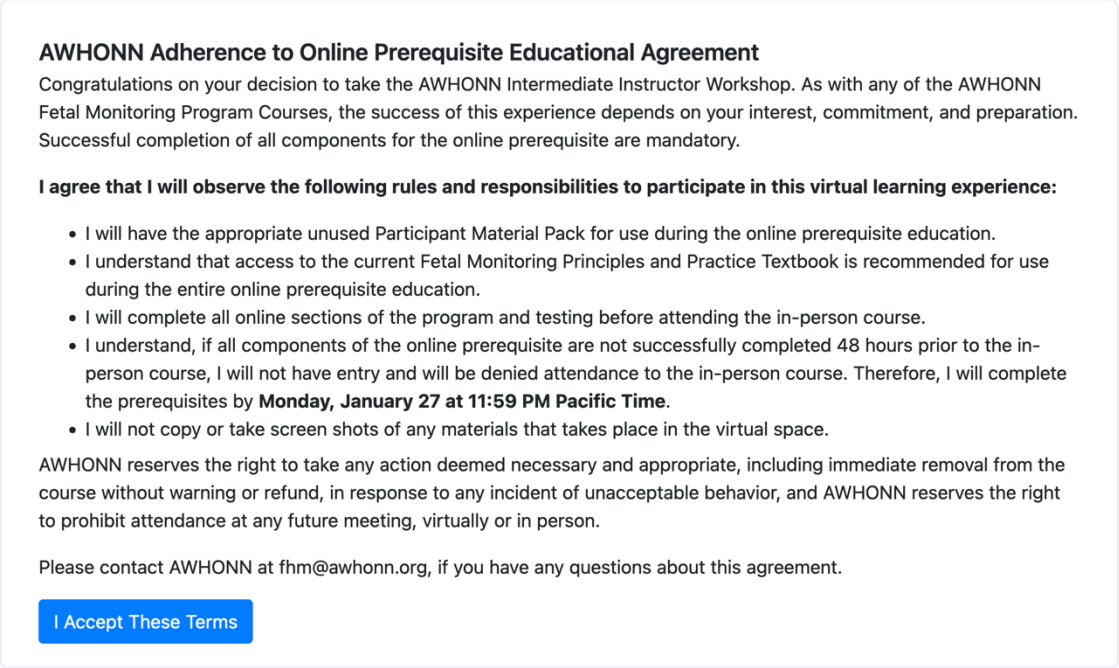

3. Add or update their information.



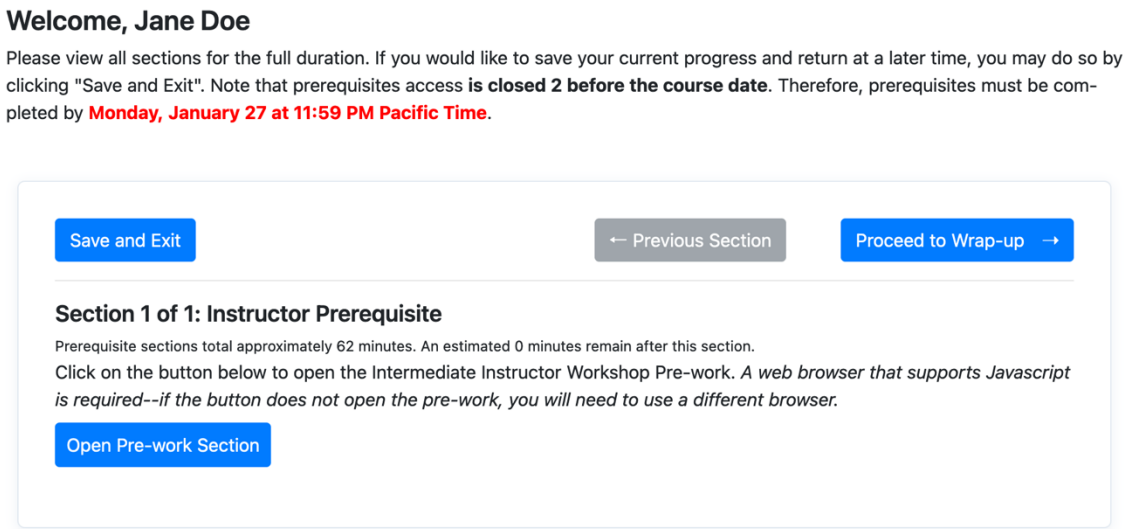
4. Enter the Instructor ID and click Submit. The Cancel button is also available in case the wrong Course ID was entered.




5. Accept Adherence Agreement

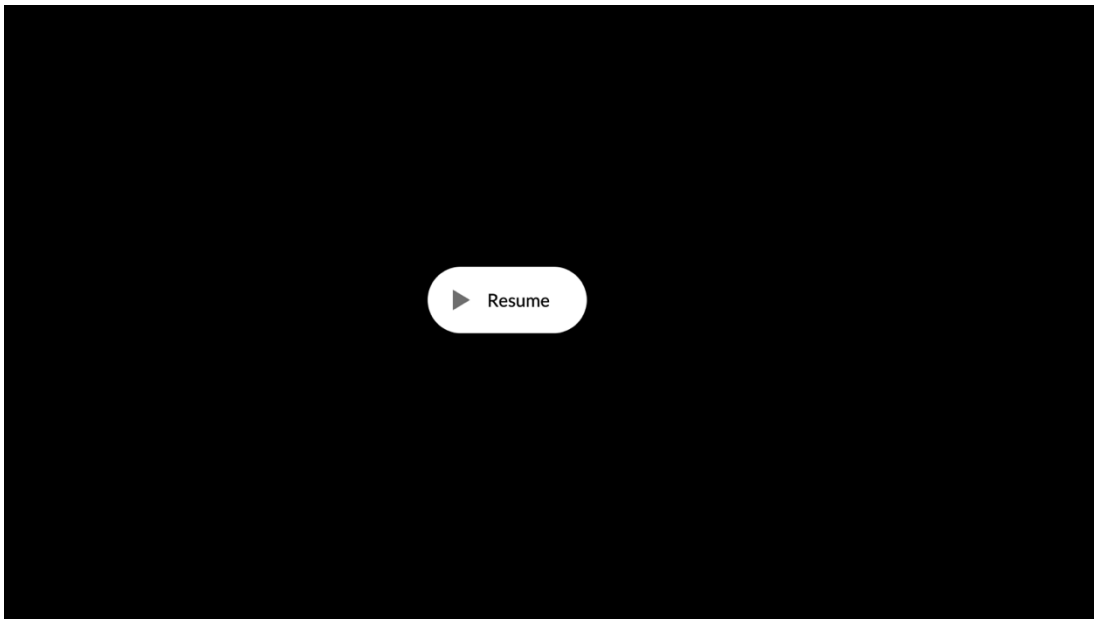


6. View interactive sections by clicking on the blue button at the bottom

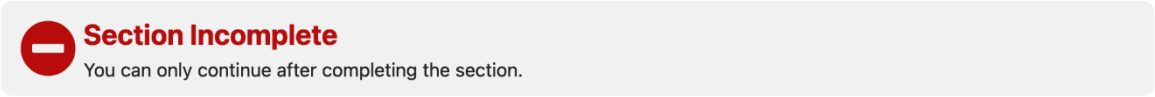



7. Press the play button to begin.

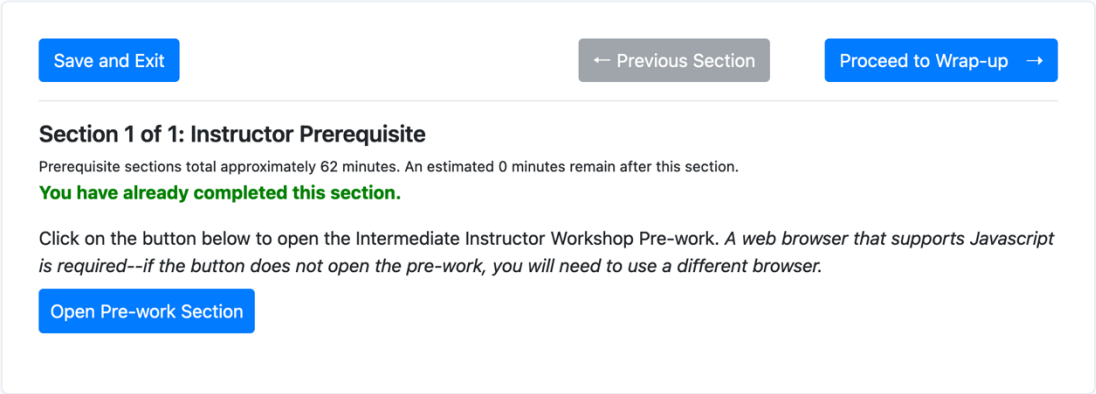
7.1 The interactive section window can be closed at any point to save progress. Participants can pick up where they left off by clicking on the Resume button that appears next time the window is opened. Progress will be saved even if the participant logs out and log back in with a different computer.



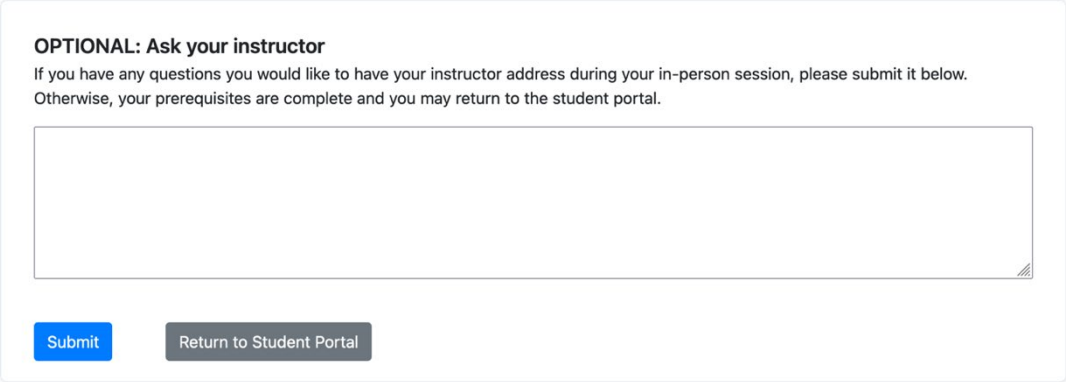

7.2 Participants must complete the quiz at the end of each interactive section in order to be marked as complete. An error will appear if it is incomplete.




7.3 The green line of text will indicate if a section is finished should the participant go back to review the materials.



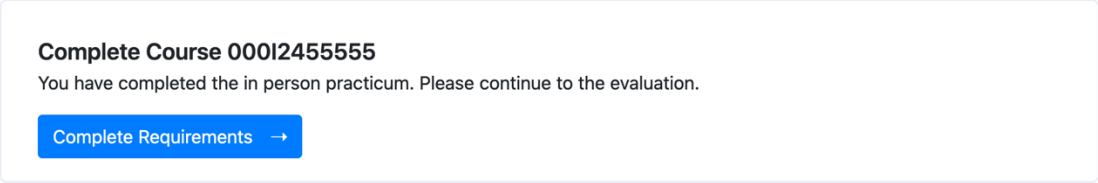
8. Click on Proceed to Wrap-up. The participant is now done with all prerequisite requirements and can submit a question to the instructor if they wish. The questions can be found in the instructor portal.



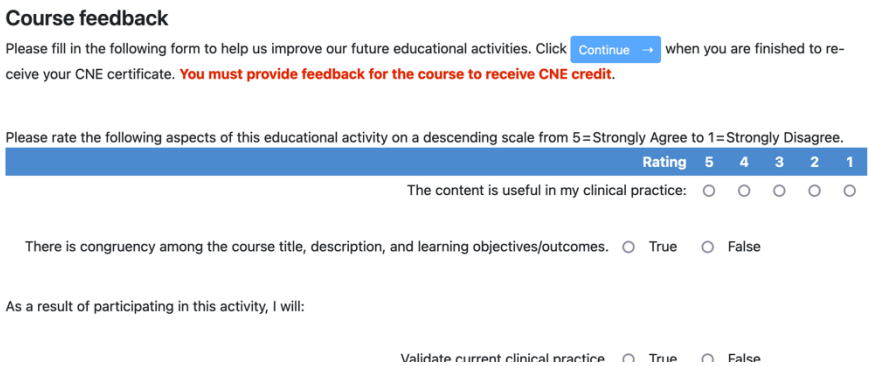

9. Participants can go back and review all of the sections at any point up until the in-person session.

9.1 If the participant does not complete the prework in time before the deadline, they will need to see instructor for the next possible steps.

10. Once the prerequisite requirements and in-person session is completed, then the box will be replaced with a “Complete Requirements” option as soon as the instructor marks the participant as having passed the in-person session.



11. Complete the evaluations.



**Course feedback**

Please fill in the following form to help us improve our future educational activities. Click Continue → when you are finished to receive your CNE certificate. **You must provide feedback for the course to receive CNE credit**.

Please rate the following aspects of this educational activity on a descending scale from 5=Strongly Agree to 1=Strongly Disagree.

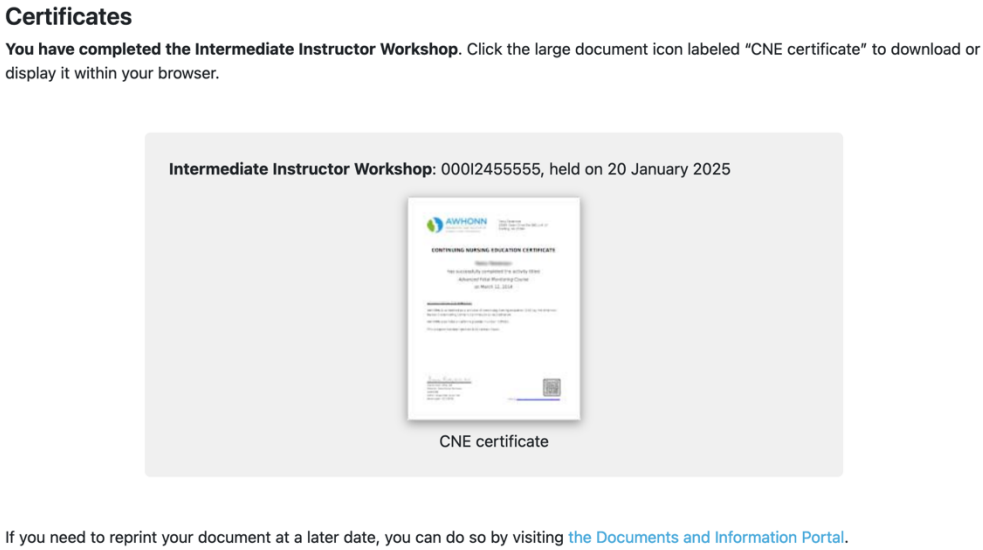
| | Rating 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|
| The content is useful in my clinical practice: | ○ | ○ | ○ | ○ | ○ |

There is congruency among the course title, description, and learning objectives/outcomes. ○ True ○ False

As a result of participating in this activity, I will:

Validate current clinical practice ○ True ○ False

12. Print / Save the certificate. If the participant has completed all the steps, then they can log back in at a later time to retrieve the certificate again if needed.



**Certificates**

**You have completed the Intermediate Instructor Workshop**. Click the large document icon labeled "CNE certificate" to download or display it within your browser.

**Intermediate Instructor Workshop**: 000I2455555, held on 20 January 2025

CNE certificate

If you need to reprint your document at a later date, you can do so by visiting the Documents and Information Portal.