



The Accreditation Commission for Traffic Accident Reconstruction

P.O. Box 1493 North Platte, Nebraska 69103-1493
(800) 809-3818

January 15, 2024

Dear ACTAR Accredited Professional,

As you may have heard ACTAR's Governing Board of Directors (GBOD) has instituted a new way of tracking CEUs at conferences and other select training events. Generally, these will be events that feature menu style schedules that allow attendees to select which sessions they choose to participate in.

Rather than awarding the maximum possible CEUs for the entire event to all attendees, participants will be required to check-in to the various sessions they choose to attend. CEUs will be awarded only for those sessions the participant checks into.

The check-in system being used is called **i-Attend Self Check-In**. This system greatly simplifies the process for you and the conference host and speeds up the award of CEUs to your account by the ACTAR Administrator. It also allows for greater accountability among our accredited reconstructionists to ensure the integrity of ACTAR's CEU process.

This process involves you, the accredited professional, verifying your participation/attendance at the conference sessions that are eligible for ACTAR CEUs. It will be YOUR responsibility to check-in during each session to be awarded CEUs for that session.

This is where **i-Attend Self Check-In** comes into play. **i-Attend Self Check-In** is the web-based system you will use to record your attendance at the CEU eligible conference sessions. The process is very simple.

First, download and install the **i-Attend Self Check-In** app from the appropriate app store for your device.

Apple

<https://apps.apple.com/us/app/i-attend-self-check-in/id1421201302>



i-Attend Self Check-In 4.5
TNETIC, Inc.
Designed for iPad
Free

Google Store

<https://play.google.com/store/apps/details?id=com.tnetic.iselfcheck>



i-Attend Self Check-In

TNETIC, Inc. Productivity

Everyone

You don't have any devices

Add to Wishlist



Second

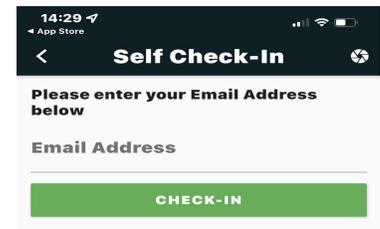
To **TEST** the functionality of the **i-Attend Self Check-In** app on your device to assure it is working properly before a conference starts, use either the **Scan QR CODE** or **Enter PIN** feature. If you click on  scan the QR Code to the right to test functionality.



After scanning the QR code the next screen will prompt you to enter your email address. Enter the email address listed in your **ACTAR Dashboard Account Settings** and click on the green CHECK-IN button.

Event Name: **ACTAR Test QR**
Room Name: **Room Test**
PIN: 8UU1

If you click on  the next screen will ask for **Organization ID**. Enter **ACTAR** for the Organization ID. Then Enter your **ACTAR Dashboard Account Settings** email address, if not already present, and Event PIN: **8UU1**

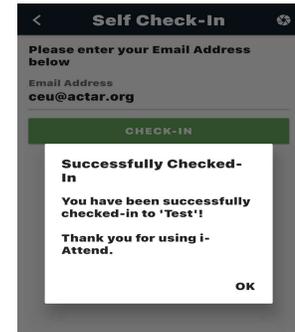


NOTE: If you enter an email address other than your **ACTAR Dashboard Account Settings** email address, this will delay or altogether prevent CEUs being credited to your account! If you have any doubt **Login** to your ACTAR Personal Dashboard to make certain which email address is listed in your **Account Settings**.

After entering your email address and clicking on the green CHECK-IN button using either Scan QR CODE or Enter PIN buttons, you will receive a message confirming that you have “Successfully Checked In” as shown to the right.

If you try to use both TEST options, Scan and PIN on the same day the second attempt will result in an **Error** notice, “You are already checked in for this event.”

NOTE: If you receive an **Error – SocketException** message and are using iOS 15.1 or higher on an iPhone, iPad, or iPod touch, **go to your device’s Settings** then [your name], then iCloud, then **Private Relay** and assure Private Relay is **OFF**. Then try to scan the code again.



After you have successfully Checked-In using the test code, you are all set to record your attendance at conference sessions. When the final attendance report for the conference is created you will be shown as attending the sessions you checked into. CEUs for the event will be awarded accordingly. **NOTE:** CEUs are **not** posted to your CEU account as soon as you check-in. CEUs are posted to accounts by the Administrator after the event sponsor has completed the required Group CEU submission requirements.

Remember that during the conference you will need to Check-In for **each** session you attend. The QR codes will appear during the speaker’s presentations or be available within the training area to ensure everyone is able to scan the code for credit. **NOTE:** QR Codes will only be valid for the duration of the session and for a **brief** time after the session to allow for filing out of the room. You will not be able to scan the QR Code and receive CEU credit at another time. The conference host or speaker will announce where and when the QR Code will be displayed. **If you do not scan the QR code, and Check-In during the allotted time, you will not receive CEUs for the session.**

You should test the **i-Attend Self Check-In** app in advance of when you’ll be using it to record your attendance to make sure it is working properly. A test QR code that is currently active for testing purposes is shown above. A video description of this process can be found here: <https://actar.org/ceu/earning>

Respectfully,

David Benn
GBOD Chairman

Daniel Keeler
ACTAR CEU Committee Chair

Greg Vandenberg
ACTAR Administrator