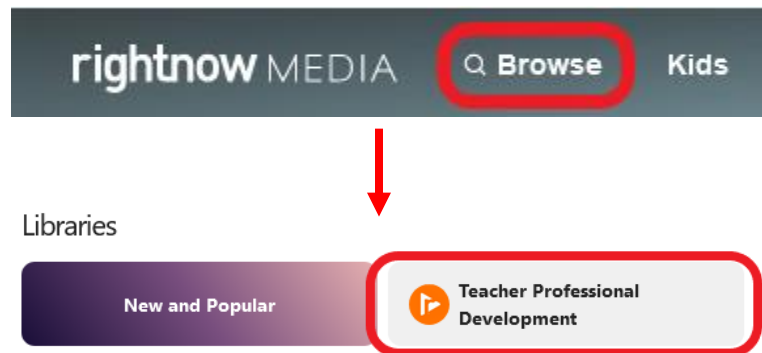


## RightNow Media CEU Instructions

1. Before taking a course, your school must have an active RightNow Media subscription to access the full catalogue of approved ACTS 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.

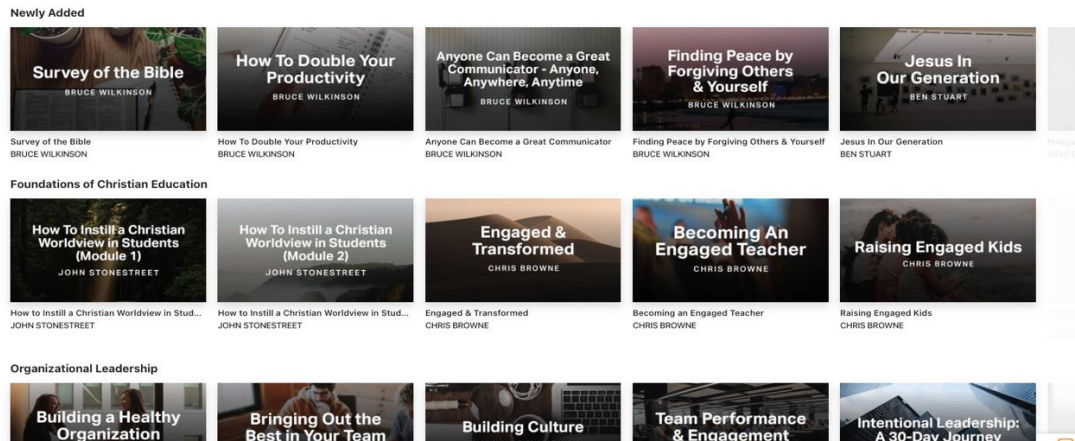


*(Note - ACTS approved courses must be completed from a desktop/laptop, tablet, or mobile device. They cannot be completed from a TV connected device such as an Apple TV, Roku, FireTV, or Chromecast.)*

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 ACTS will have a specific Course ID next to it.



4. From the *Teacher Professional Development* library select your course from one of the various channels below.



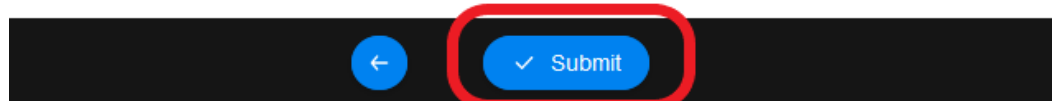
5. After watching all the videos in the course, answer the required question(s) and then complete the CEU request form which is hyperlinked on the final slide of the course.

**Before you click submit, please follow the steps below:**

1. Complete the [Continuing Education Unit \(CEU\) Request Form](#).
2. Once you complete the form, return to this course, and click "submit" at the bottom of the page.
3. Done!

*\*If you do not complete the CEU Request Form, you will not be considered for CEU credit for this course.*

6. Once you have completed the CEU request form, please return to the course on RightNow Media and select "submit" at the bottom of the page.



7. After you complete the CEU request form, you will receive a confirmation email that your CEU request form has been received. 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. 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<sup>st</sup>, 2022 can 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](mailto: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, tablet, or mobile device.
4. Only the courses listed on the *Teacher Professional Development* library will be awarded certificates. Note church subscriptions do not qualify for the Teacher Professional Development Library and do require a separate school license.
5. If you have any questions, or trouble completing the CEU request form, please contact [RNMPD@rightnowmedia.org](mailto:RNMPD@rightnowmedia.org).