



## Continuing Education Sign-In Sheets How-to

*\*\*Current Cycle Webinars sponsored by the MVCAC are available at: <http://www.mvcac.org/training-certification/ceu-webinars/>*

### Using the CE Scanners and/or an Excel Sheet

There is a downloadable attendance spreadsheet to the CE website. You can find it at Training > Attendance > Attendance Spreadsheet or by using this url: [http://ce.calsurv.org/train/ppf/attendance\\_sheet](http://ce.calsurv.org/train/ppf/attendance_sheet). This sheet is not necessary to collect attendance, but it will aid in matching up the number scanned from the card with the person's name, agency, and cert status.

**CDPH Ce**

### Attendance Entry

Cycle: 13 (2013 - 2015)

\*Course #:

\*Attendee Bulk Entry

**Available**

010000093:	(COCOH) Joseph [
020000644:	(LAWEV) Mark Bro
030001338:	(SOLAM) Gregory [
040000790:	(CONSM) Charles [
040001060:	(SJOAM) Donald M
040001343:	(SONOH) Donald S
040001676:	(ORANV) Robert C
060000250:	(GLENM) Jack Cav
060006135:	(SONOH) Gary Tre
070001115:	(SBARH) Richard M

Search

To use the sheet to collect attendance, highlight the A2 cell under SIGN IN and start scanning the cards. Excel should scroll down the column as the certification numbers are filled in.



**MVCAC**  
Mosquito and Vector Control Association of California

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Once all attendees have been scanned/entered in, please email the excel file to CDPH:

[vdsceu@cdph.ca.gov](mailto:vdsceu@cdph.ca.gov)

Please Note:

- The system adds a "g" at the end of some card numbers when the cards are scanned in.
  - This is not a huge issue, as CDPH staff are able to just run a find and replace to eliminate the "g" before uploading the ID numbers to the course.
  - Once the "g" is eliminated, the attendee's information (associated with their card number) is displayed within the spreadsheet.
- Some cards have trouble reading on the scanner or pull up the wrong numbers all together. This is more than likely an issue from the barcode not being correct or from the card being worn down being a wallet, etc.
  - Solution: Always have the person scanning attendee cards quickly verify the number displaying within the spreadsheet is accurate. If not, the attendee (or person scanning cards) can manually type in the ID number of the attendee and their information from the database should pop-up.

#### Using Handwritten Sign-In Sheets

- Download the blank sign-in sheet from the MVCAC website:
  - <http://www.mvcac.org/training-certification/ceu-webinars/> the sign in sheet link is on the right hand side of this page.
- Fill in all necessary course information: Program title, number, date, etc.
- Once all course attendees have signed in, please submit the sign-in sheet via one of the following methods:

Email completed sign in sheets to:

[vdsceu@cdph.ca.gov](mailto:vdsceu@cdph.ca.gov)

- If possible, submitting typed attendee information (names and card numbers) to CDPH on these sheets is preferred since handwriting can be difficult to read at times.