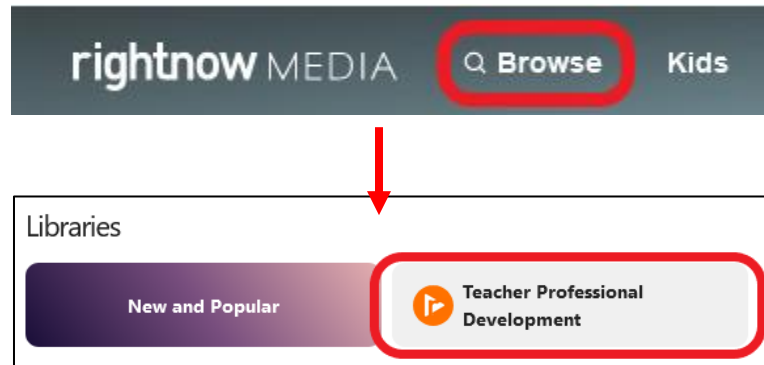


RightNow Media ILCS CEU Instructions

- CEU Instructions for PC 2
- CEU Instructions for Device/Tablet 6
- Completing a Course for CEUs as a Group 11
- CEU Request Form 13
- Most Common Mistakes 14

CEU Instructions for PC

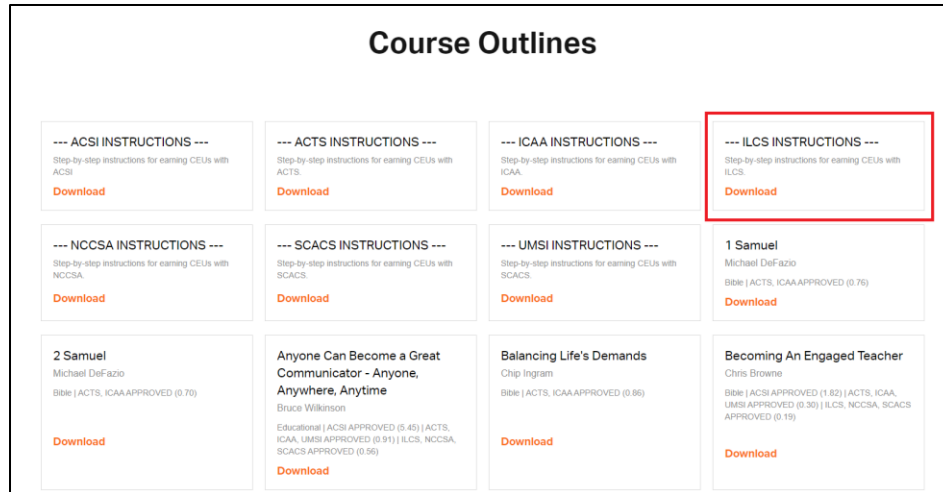
1. Before taking a course, your school must have an active RightNow Media subscription to access the full catalog of approved ILCS Courses. These courses are found by clicking on the *Teacher Professional Development* library.
2. To find the *Teacher Professional Development* library, click the “Browse” button and then select *Teacher Professional Development* library.



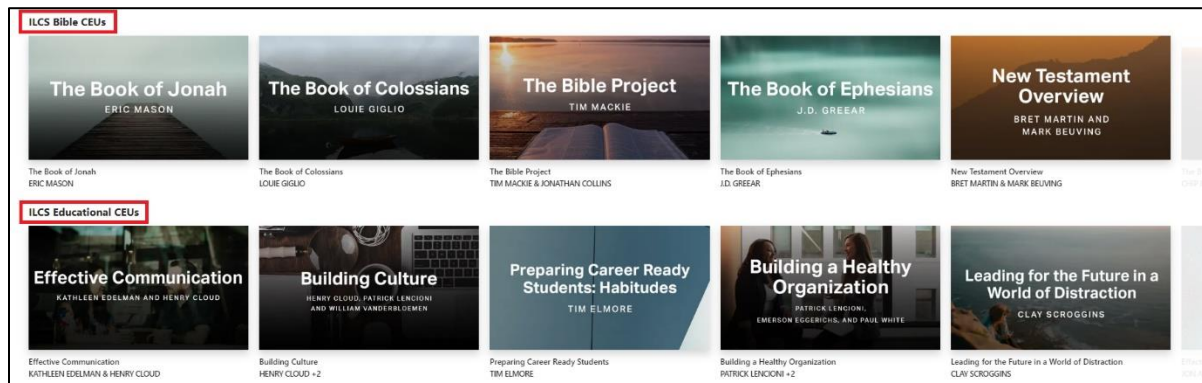
(Note: ILCS approved courses cannot be completed from a TV-connected device such as an Apple TV, Roku, Amazon FireTV, Chromecast, or Android TV.)

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 ILCS will be marked as “ILCS approved.”



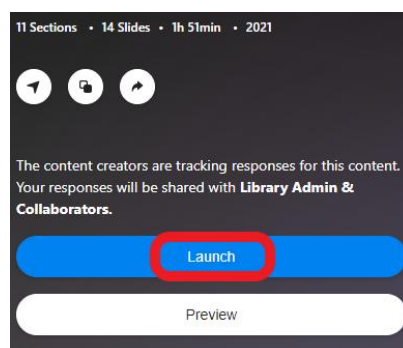


4. From the *Teacher Professional Development* library, select your course from one of the two channels entitled *ILCS Bible CEUs* or *ILCS Educational CEUs*.

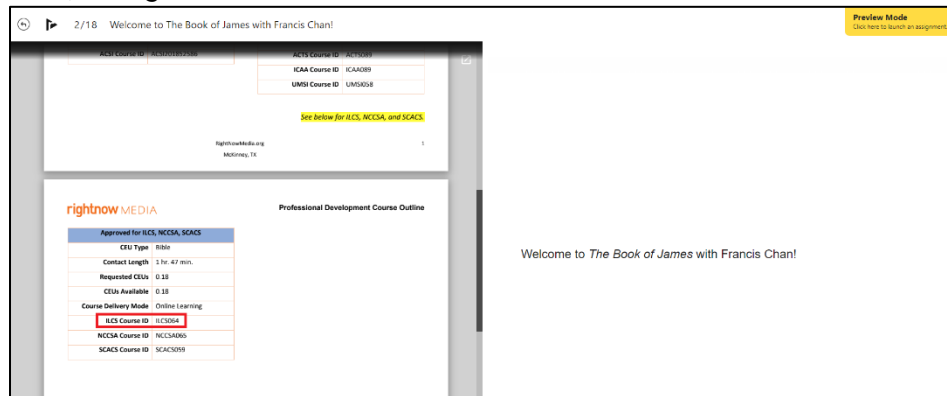


(Note: It is not necessary for the course to be assigned to you. Just visit the *ILCS Bible CEUs* or *ILCS Educational CEUs* channel and begin the course there.)

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



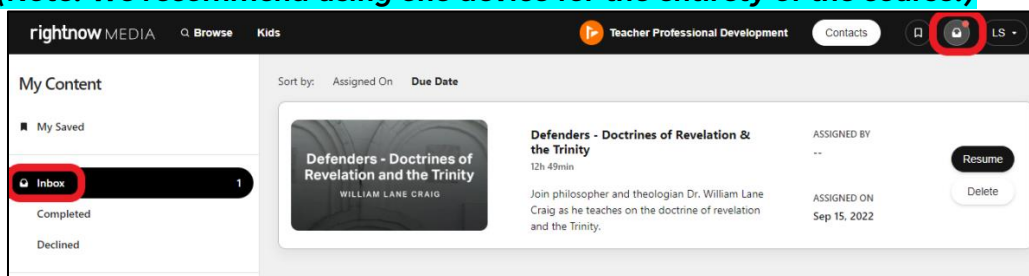
6. As you begin the course, ensure that the ILCS Course ID is shown on the first slide, alongside the course outline.



(Note: Only courses with an ILCS 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 pick up right where you left off.
- a. At any point, if the course is paused, or stopped, proceed to your inbox, and click resume. If you leave your browser unattended for more than 10 minutes, it will time out and your progress will not be saved.
 - b. 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.

(Note: We recommend using one device for the entirety of the course.)



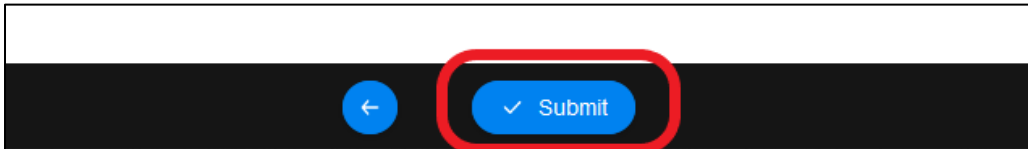
8. After watching all the videos in the course, answer the required question(s) and then complete the CEU request form which is hyperlinked on the final slide of the course.
- a. Be aware that once you select the hyperlink, a new tab will open on your browser.
 - b. When answering the questions, please ensure you select the proper course based on the course you completed.

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.*

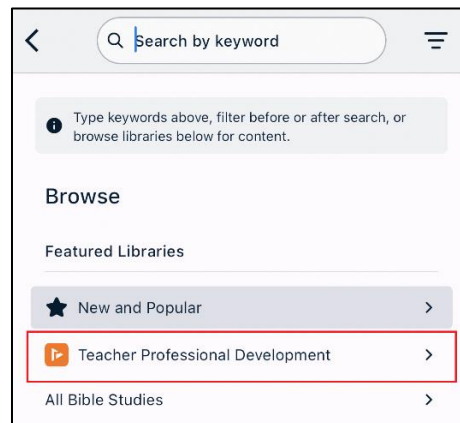
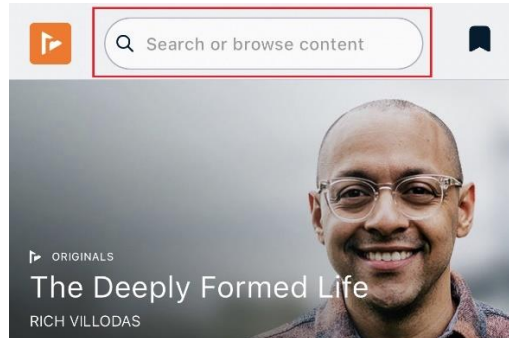
9. Once you have completed the CEU request form, please return to the course on [RightNow Media](#) and select "Submit" at the bottom of the page.



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.

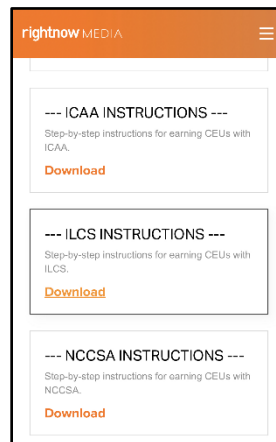
CEU Instructions for Device/Tablet

1. Before taking a course, your school must have an active RightNow Media subscription to access the full catalog of approved ILCS Courses. These courses are found by clicking on the *Teacher Professional Development* library.
2. To find the *Teacher Professional Development* library, click the “Search or browse content” bar and then select *Teacher Professional Development* library.

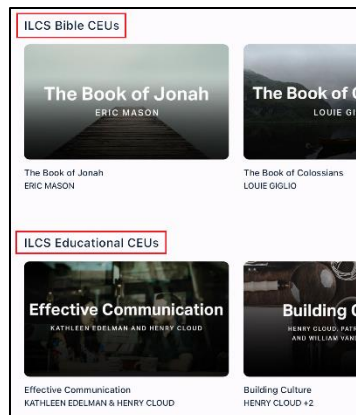


(Note: ILCS approved courses cannot be completed from a TV-connected device such as an Apple TV, Roku, Amazon FireTV, Chromecast, or Android TV.)

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 available Professional Development courses. Each course approved by ILCS will be marked as “ILCS approved.”

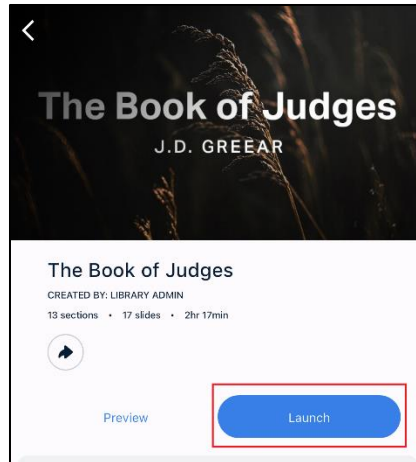


4. From the *Teacher Professional Development* library, select your course from one of the two channels entitled *ILCS Bible CEUs* or *ILCS Educational CEUs*.

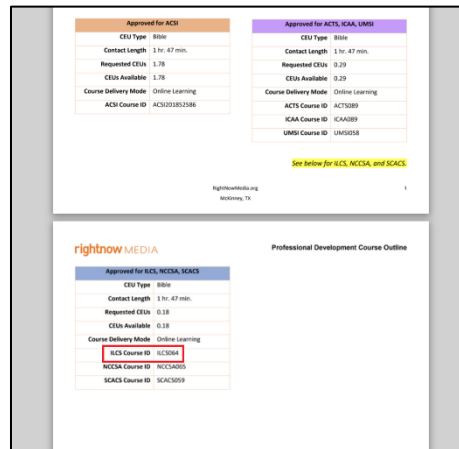


(Note: It is not necessary for the course to be assigned to you. Just visit the *ILCS Bible CEUs* or *ILCS Educational CEUs* channel and begin the course there.)

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

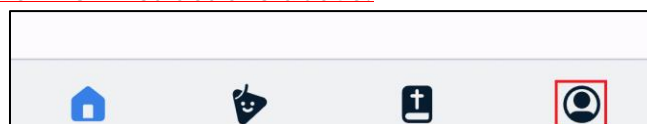


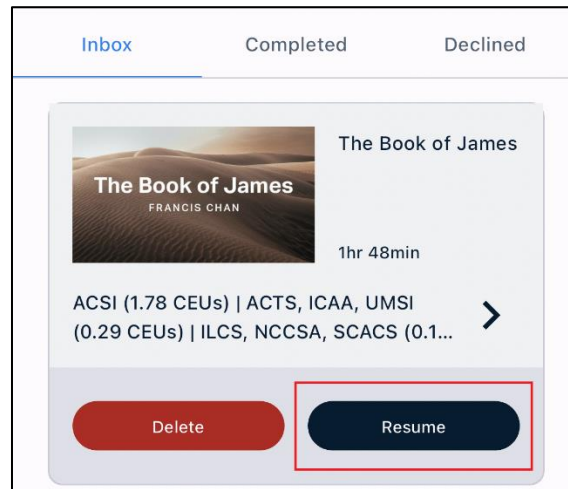
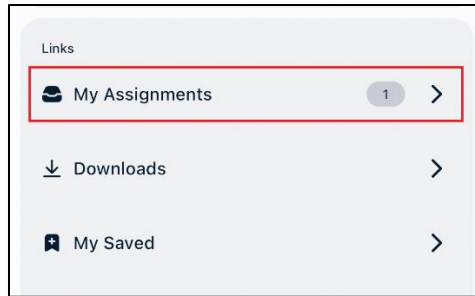
6. As you begin the course, make sure you see the ILCS course ID on the course outline.



(Note: Only courses with an ILCS Course ID are approved for CEUs.)

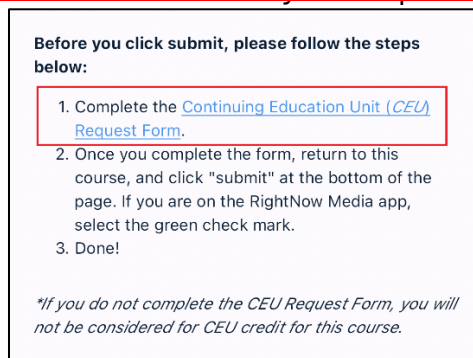
7. If you need to complete the course over multiple sittings, you will always return to the course you've started by going to your "Inbox" in the footer of the app.
 - a. After selecting your profile icon, select "my assignments."
 - b. From there, find the course you wish to continue and click "resume."
 - c. At any point, if the course is paused or stopped, proceed to "my assignments, and click resume.
 - d. If you choose to continue the course from your PC, please follow step #7 in the "PC" instructions above.



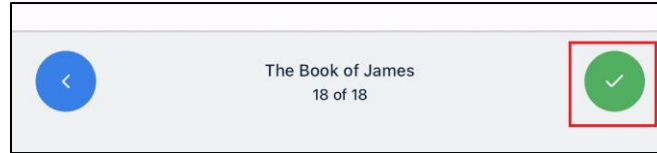


(Note: We recommend using one device for the entirety of the course.)

8. After watching all the videos in the course, answer the required question(s) and then complete the hyperlinked CEU request form on the final slide of the course (see below).
 - a. Be aware that once you select the hyperlink, a new tab will open on your browser.
 - b. When answering the questions, please ensure you select the proper course based on which course you completed.



9. Once you have completed the CEU request form, please return to the course on the RightNow Media app and select green check mark at the bottom.
- a. If you've answered all the questions, you will be shown the message "no missing responses!" Then select "complete" in the right-hand corner. Selecting "complete" is what officially submits your responses.



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.

Completing a Course for CEUs as a Group

In-Person Group

- If you complete a CEU course as a group for an in-service day or faculty/staff meeting, please follow the instructions below to ensure certificates are awarded to everyone in attendance.
 - The course must be watched as a group through the campus CEU administrator's account. This means that every video session in the CEU course should be watched in its entirety through your campus CEU administrator's RightNow Media account.
 - Once the videos are watched and the questions are discussed by the group, the CEU administrator must complete the CEU Request Form on behalf of every faculty/staff member in attendance.
 - As a CEU administrator, when completing the CEU Request Form please answer "yes" to the question, "Are you an administrator requesting CEU certificates for more than one person for a course completed during in-service?"

Are you an administrator requesting CEU certificates for more than one person for a course completed during in-service? *

☒ Yes

☐ No

- After selecting "yes," please record the full name and email address of every person who attended and completed the course in the group. You will record this information in the box that appears.

Please record the full name and email address of every person that needs to receive a CEU Certificate for this course. If you're not the administrator, please record your administrator's name. *

Remote Group

- If you are a CEU administrator and would like your faculty/staff to complete a certain CEU course, rather than assigning them the course in RightNow Media, simply point them directly to the course in the *Teacher Professional Development* library.

- To repeat, please do not assign the course to an individual within RightNow Media.
- **Best Practice** – Copy the link to the CEU course you would like faculty/staff to complete and send it to them via email.

CEU Request Form

- After watching every video and answering the questions in the course, you will complete the CEU Request Form.
- The CEU Request Form is hyperlinked at the end of every course.
- When completing the CEU Request Form, you will input:
 - Name (*First & Last*)
 - Email
 - School Name (*Please do not abbreviate*)
 - Association (*ACSI, ACTS, ICAA, ILCS, NCCSA, SCACS, or UMSI*)
 - Course Name
 - If you are a CEU Administrator requesting CEU certificates for multiple people
 - Date/Time of Submission
- Please ensure you select the association that your school is a member of as this will impact the approved courses available.
- Please make sure you select the proper course you completed when filling out the CEU Request Form.

Course Name / ILCS Course I.D. / CEU Value*

Please Select

- Anyone Can Become a Great Communicator - Anyone, Anywhere, Anytime - Bruce Wilkinson | ILCS001 | 0.56
- Becoming An Engaged Teacher - Chris Browne | ILCS002 | 0.19
- Becoming the Ideal Team Player - Patrick Lencioni, Henry Cloud | ILCS003 | 0.19
- Bringing Out the Best in Your Team - Pat Lencioni, Jon Gordon, Larry Osborne | ILCS004 | 0.22
- Building a Healthy Organization - Patrick Lencioni, Emerson Eggerichs, Paul White | ILCS005 | 0.20
- Building Culture - Henry Cloud, Patrick Lencioni, William Vanderbloemen | ILCS006 | 0.14
- Career Readiness for New Professionals: The Keys to Long-Term Success - Tim Elmore | ILCS007 | 0.23
- Christian Worldview - R.C. Sproul | ILCS008 | 0.61
- Consequences of Ideas - R.C. Sproul | ILCS009 | 1.44
- Cultural Tensions - Philip Yancey, Reggie Sumpter, Sarah Anderson, Josh White | ILCS010 | 0.15
- Defenders - Doctrines of Revelation and the Trinity - William Lane Craig | ILCS011 | 1.30
- Defenders - Excursus on Natural Theology - William Lane Craig | ILCS012 | 2.07
- Defenders - Foundations of Christian Doctrine & The Attributes of God - William Lane Craig | ILCS013 | 1.34
- Defending Your Faith - R.C. Sproul | ILCS014 | 1.27
- Dust To Glory - R.C. Sproul | ILCS015 | 2.35
- Effective Communication - Kathleen Edelman, Henry Cloud | ILCS016 | 0.35
- Effective Goal Setting: Finish - Jon Acuff | ILCS017 | 0.13
- Engaged & Transformed - Chris Browne | ILCS018 | 0.24
- Everyone Communicates, Few Connect - John Maxwell | ILCS019 | 0.34

- After submitting the CEU Request Form, you will receive a copy of your submission to the email address you recorded on the Request Form.
- When we receive your CEU Request Form, we will verify you watched all the videos in their entirety and answered the questions in the course you selected on the CEU Request Form.
- CEU certificates can take up to two weeks to process and will be delivered digitally to the email you record on the CEU Request Form.

Common Mistakes

1. When completed properly, only courses completed on or after March 15, 2023, will receive CEU certificates from RightNow Media if completed properly.
2. If you do not see the *Teacher Professional Development* library 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.
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. We do recommend using one device for the entirety of the course.
 - b. An exception would be if you complete a course as a faculty/staff during in-service. In this case, the CEU administrator at your campus can complete a CEU request form on behalf of everyone in attendance.
4. At any point, if the course is paused, or stopped, proceed to your inbox and click resume. If you leave your browser unattended for more than 10 minutes, it will time out and your progress will not be saved.
5. When answering questions on the CEU Request Form, please make sure you select the proper course based on which course you completed.
6. After completing the CEU Request Form, please return to the course on RightNow Media and select submit at the bottom of the page.
7. Other courses listed on the *Teacher Professional Development* library that are not in the *ILCS Bible CEUs* or *ILCS Educational CEUs* are not currently approved by ILCS.