If you registered for and attended a Sigma webinar or attended a watch party with others, to earn nursing continuing professional development (NCPD) contact hours for it, **_each individual must self-enroll in the course from the catalog_** and complete the course.

(Note: You **do not** need to view the webinar again but must fill out the End-of-Webinar survey to earn contact hours.)

The tutorial course on your dashboard "**Earn Contact Hours for a Webinar You've Viewed**" outlines the steps (shown below).

Follow these steps:

1. Return to your Dashboard by clicking the "Return to Dashboard" button (top left).
2. Navigate to the Catalog (as shown in screenshots below) or click
https://www.sigmalearning.org/catalog.

(Desktop)   (Mobile device)

3. Search for the course with the same name as the webinar.

4. Click the blue "Enroll" button. It will be added to your Enrolled Courses page of your Dashboard.

5. Complete the course by clicking "Start" and then "Next Module" buttons and proceed to the End-of-Webinar survey.

6. Once completed, navigate back to your Dashboard to view your completed courses, and download your Training History and certificates.

7. Click on the "Completed Courses" button located under "Total Number of Courses".

8. Once your completed courses load, you will see the "Certificate" button for the completed course. Click the "Certificate" button to obtain your official PDF certificate of completion with contact hours that are awarded.