

Contact Hour Certificate Retrieval Instructions

An evaluation must be completed for every course you wish to claim contact hours for.

1. Go to www.orthonurse.org, and log in (Login button is located at the top-right side of the page)
2. Click on the home icon in the upper-left side of the screen, located in the silver menu bar.
3. Click on the blue button that reads “Evaluations and Certificates”. It will be located on the left side of the page, just above the Quick Links Section.
4. Read the directions completely and select “Continue”
5. Select “demographic” and complete all questions in this section. Make sure your name is listed on this page (if the name is not yours, exit the system and contact the NAON National Office)
6. Click “Return to Registered Events”
7. Select “Session Evaluation”
 - a. You will be asked to select which type of contact hours you are claiming. If you are not claiming nursing contact hours, select Attendance only, and you can pick up a certificate from the information booth for either Case Manager or Orthopaedic Technologist.
8. When you are done evaluating the individual sessions, select and complete the Overall Evaluation
9. Once you have completed the demographics evaluation, overall evaluation and all of the sessions that you attended, click on the Certificate button on the “Registered Events” page. You can choose to print your certificate or email it to yourself. You can also follow steps 1-4 above to view your certificate at any time.

Please note: Once you click on Certificate, you will not be able to add any other sessions.