

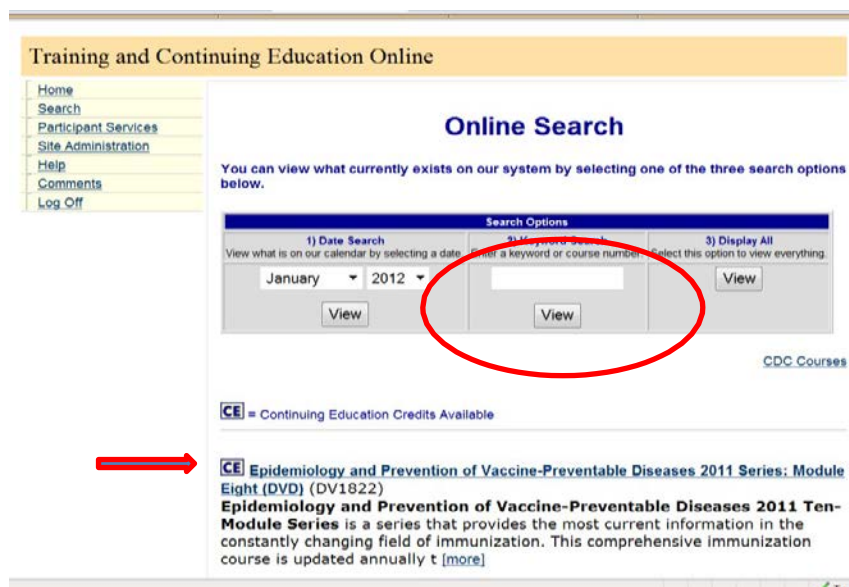
How to Register for a Course and Receive Continuing Education Credit

To receive continuing education credit for a completed training course, students are required to register for the course, select the appropriate credit type, and complete the course evaluation and posttest using the **Participant Services** section of the Training and Continuing Education Online system.

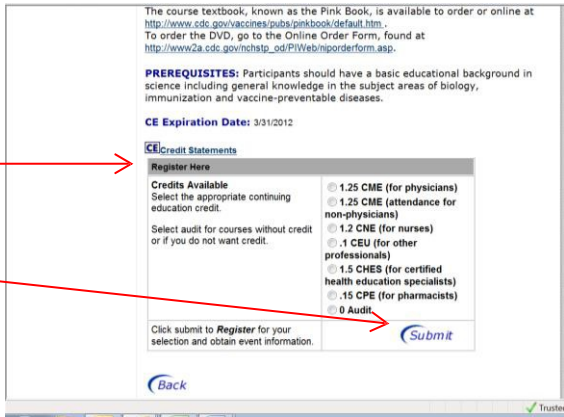
- 1) Login to the Training and Continuing Education (TCEOnline) system at www.cdc.gov/TCEOnline.
If you **do not** have an account/profile, select **New Participant**.
If you are a returning participant, select **Participant Login** and insert your Login Name and Password.



- 2) After successful log in, the **Participant Services** menu displays. Select **Search and Register**. The **Online Search** page displays. For this example, select option 2, **Keyword Search**, and enter the course code or keyword(s) from the course title, e.g., *epidemiology*. Select the **View** button to display the results, which will appear beneath the search boxes. Scroll to locate your course and select it by clicking on the course title.



3) This opens the Course Description page. Scroll down to the bottom and in the box labeled “**Register Here**”, choose the appropriate credit type and click “**Submit**”



- 4) The next page requests demographic information. New participants are required to answer the demographic questions. Returning participants please verify this information and click **Submit**.
- 5) A message will display thanking you for registering for the course. If you have already completed the course you may select the option to take the evaluation.
- 6) If you have not completed the course, you will be directed back to **Participant Services**. Under **Evaluations and Tests** you may access the course detail page, the course link, or the evaluation and/or posttest after completing the course.
- 7) Complete the evaluation and **Submit**. If a posttest is required it will follow the evaluation. A record of your course completion and your CE certificate will be posted in the **Transcript and Certificate** section, located on the **Participant Services** page.



Course Evaluation

Continuing education for this activity is available through the *CDC Training and Continuing Education Online* system only. Please follow the instructions provided below. You must complete the online evaluation by _____ to receive your continuing education or your certificate of completion.

To complete online evaluation:

- Go to the *CDC Training and Continuing Education Online* at <http://www.cdc.gov/tceonline/>. If you have not registered as a participant, click on **New Participant** to create a user ID and password; otherwise click on **Participant Login** and login.
- Once logged on to the *CDC/ATSDR Training and Continuing Education Online* website, you will be on the **Participant Services** page. Click on **Search and Register**. Use either search method to locate the course and click on **View**.
- Click on the course. The course information page will come up. Scroll down to **Register Here**. Click on the type of CE that you would like to receive and then **Submit**. Three demographic questions will come up. Complete the questions and then **Submit**.
- If you have already completed the course you may choose to go right to the evaluation. Complete the evaluation and **Submit**. A record of your course completion and your CE certificate will be located in the **Transcript and Certificate** section of your record.

If you have any questions or problems contact:

CDC/ATSDR Training and Continuing Education Online
1-800-41TRAIN
Email at ce@cdc.gov