

## 9 Simple Steps to Get Your Continuing Education (CE)

## For a Course

- After completing a course, login or create a new account on TCEO (www.cdc.gov/GetCE).
- 2. Visit <u>Search Courses</u> to find the course.
- 3. Scroll down and click on the title of the course.
- 4. Review the information on the Course Summary page and click Continue.
- 5. If prompted, enter in the Course Code or Verification Code in the Course Access Code box. (Hint: these codes are provided by the course instructor or may be found in the course materials).
- 6. Choose the type of continuing education you'd like to earn. You can select more than one.
- Under Pending CE on the <u>My Activities</u> page, click on the course Evaluation and complete it. You will be returned to the My Activities page.
- 8. Under Pending CE, click on the posttest and complete it. If you don't pass the posttest, you will have one opportunity to retake it.
- 9. Visit the Completed CE section of the <u>My Activities</u> page to download your certificate.





## For a Conference

- After attending a conference, login or create a new account on TCEO (<u>www.cdc.gov/GetCE</u>).
- 2. <u>Search</u> for the conference you attended.
- 3. Scroll down and click on the title of the course.
- 4. Review the information on the Course Summary page and click Continue.
- 5. Enter in the Course Code provided at the conference in the Course Access Code box and click Continue.
- 6. Choose the type of continuing education you'd like to earn. You can select more than one.
- 7. Select the sessions of the conference that you attended. At the top of the page click Save Selections.
- 8. Under Pending CE, complete the Evaluation for each session you attended and then complete the Entire Conference Evaluation.
- 9. Visit the Completed CE section of the <u>My Activities</u> page to download your certificate.

Questions? Check out the TCEO <u>Frequently Asked Questions</u> or <u>Contact</u> <u>TCEO</u>.

