<u>How to Register for Continuing Education (CE) Credits/Contact Hours</u>

To receive continuing education you must go to CDC's Training and Continuing Education (TCE) Online system to register for this specific course and submit an evaluation.

- Go to http://www2a.cdc.gov/TCEonline.
- Login as a participant (Note: If you are a first-time user of this online system, you will need to login as a new participant and create a participant profile.)
    - o When you receive your reset password by email (case sensitive, 8 characters), log in as a participant and change the password.
- At Participant Services, click on Search and Register, type a keyword from the course title into the keyword search, and click View. You can also find the course by typing in the course number. The course number for this activity is WD1636.
- Click on the title of your course, select the type of credit/contact hours you wish to receive at the bottom, and click Submit.
- Verify the demographic information and click Submit at the bottom.
- Complete the course evaluation.
- At Participant Services, click on Certificates and Transcripts and print your continuing education certificate.

For assistance with the online system, call 1(800)-41-TRAIN Monday through Friday from 8:00 AM to 4:00 PM Eastern Standard Time or email us at ce@cdc.gov.
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