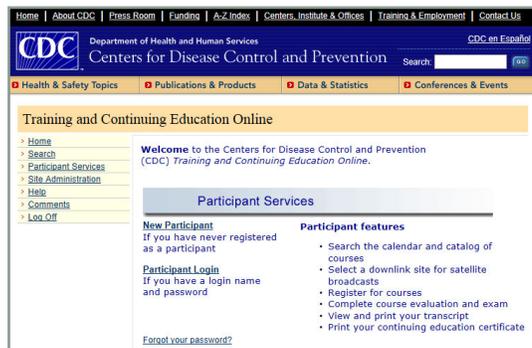


# NCIRD Continuing Education (CE)—Step-By-Step Guide

Follow this step-by-step guide to logging in, registering for, and evaluating NCIRD courses. Also included, are instructions for receiving CE-credit or printing a certificate of participation.

**NOTE:** You will need the “verification code” provided during the course.

Steps include links to assistance if needed.



To receive continuing education or to **print a certificate of participation**, please visit CDC’s Training and Continuing Online Education system found at [www2a.cdc.gov/TCEOnline](http://www2a.cdc.gov/TCEOnline).



Log in as a participant by typing your log in name and password. Remember, passwords are case sensitive.

*Note: The first time you use the online system, you will need to log in as new participant and create a participant profile.*

If you have difficulty logging in, please visit the “Help Page” or e-mail [ce@cdc.gov](mailto:ce@cdc.gov).



To reset a forgotten password, please use the “[Forgot your Password?](#)” link under Participant Login.

## Password Reset Tips:

Use the [Forgot Your Password Link?](#) if you know your login name.

Temporary passwords are case sensitive and must match exactly.

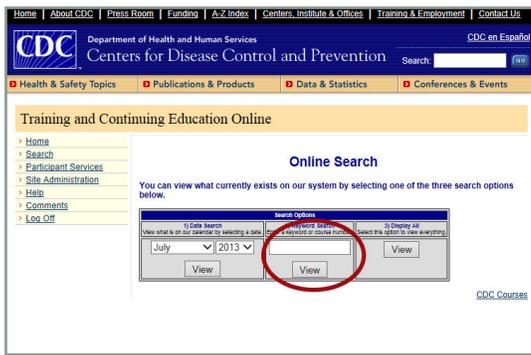
All temporary passwords contain an exclamation mark “!” at the end — do not forget to include it.

When copying and pasting temporary passwords, please do not include any additional spaces after the “!”

If you have submitted a request for a password reset and failed to receive your temporary password via e-mail, please check Spam or Trash folders to ensure that your e-mail provider has not filtered out the e-mail.

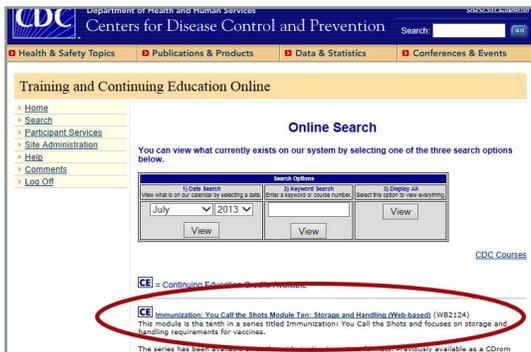


From the participant services page, click “Search and Register” to search for the course you are looking for.

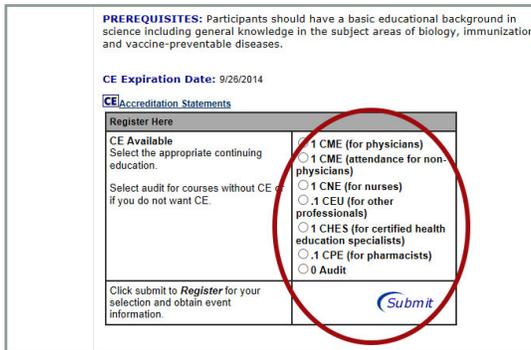


Register for your specific course by entering the course number or a key word into the key word search box.

Click view to display the results.



Click on the course link to open the registration page.



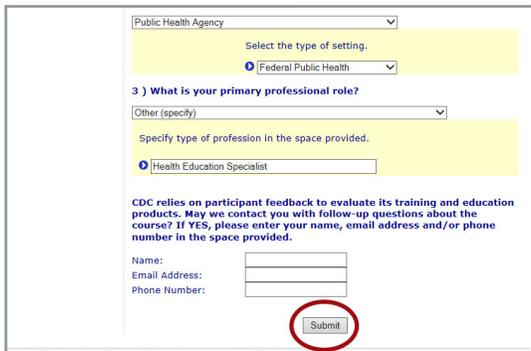
From the link, a course description page will open.

Scroll to the bottom to submit and register.

Select the type of Continuing Education you would like to receive.

If you only need a certificate of participation please select "Audit."

Click submit to complete your registration.



Complete your demographic information and click "Submit."

You are now registered for your course.



From the participant services page, you can access the course evaluation and posttest.

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**Your Scheduled Courses**

Satellite Broadcasts/Webcasts/Live Courses  
Self-Study Courses  
Conferences  
Re-takes

Back

Your course evaluation can be found under its corresponding course type.

For example, an online, self-directed module can be found under "Self-Study."

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**Scheduled Self-Study Courses**

Title	Credits	Course Link	Pretest	Evaluation/Posttest	To Cancel
Yellow Fever Vaccine Information for Health Care Professionals (Web-based)	2.0 CHES (for certified health education specialists)	Click here	N/A	Take Evaluation/Posttest	To Cancel
Immunization: You Call the Shots Module Ten: Storage and Handling (Web-based)	0 Audit	Click here	N/A	Take Evaluation/Posttest	To Cancel
Immunization: You Call the Shots Module Four: Hepatitis Infection, Part 3 (Web-based)	1 CHES (for certified health education specialists)	Click here	N/A	Take Evaluation/Posttest	To Cancel

A list of the courses you are registered for will appear.

Locate the course you wish to evaluate and select "Take Evaluation."

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**Course Verification Code**

Immunization: You Call the Shots Module Ten: Storage and Handling (Web-based)

**Please note:** To complete the evaluation/posttest you must enter in the verification code. This code was provided during a live course or in self-study materials.

Verification code:

Submit

At this point, you will be prompted to provide the verification code that was provided to you during the course.

Type the verification code in and click "Submit."

Please remember verification codes are case sensitive– copy it down carefully.

**Ensure the verification code you are entering matches up with the course you registered for.**

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**Evaluation**

WB2124 - Evaluation - Immunization: You Call the Shots Module Ten: Storage and Handling (Web-based)

**Content and Learning Materials**

1) The content and learning materials addressed a need or a gap in my knowledge or skills.  
 a)  Strongly agree  
 b)  Agree  
 c)  Neither/Undecided  
 d)  Disagree  
 e)  Strongly disagree  
 f)  Not applicable

2) The difficulty level was appropriate.  
 a)  Strongly agree

Complete your evaluation and click "Submit."

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**Evaluation**

WB2124 - Posttest - Immunization: You Call the Shots Module Ten: Storage and Handling (Web-based)

1) Measles, mumps, and rubella vaccine may be stored at either refrigerator or freezer temperatures.  
 a)  True  
 b)  False

2) All diluents may be stored at room temperature.  
 a)  True  
 b)  False

3) Varicella-containing vaccines may be transported with dry ice.  
 a)  True  
 b)  False

Submit

You will now be directed to the posttest. Answer the questions and click "Submit."

If for some reason you are not directed to the posttest, you can access it using the "Evaluations and Tests" tab on the participant services page.

Note: Posttest cannot be re-taken once submitted.

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**PARTICIPANT SERVICES**

Welcome participant, **Melissa Barnett**. This is where you register for CDC-managed courses and track your progress online.

TIP: Changes to this page have been made. To see your courses click "Evaluations and Tests".

Search & Register | Evaluations and Tests for scheduled courses | **Transcript & Certificate** | Your Profile

Your continuing education certificate or certificate of participation can now be found under the "Transcript and Certificate" tab on the participant services page.

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Transcript - All Courses

Today's Date: 7/30/2013 12:59:22 PM  
Participant Name: Melissa Barnett  
Address: 1600 Clifton Road, NE Atlanta, GA 30333  
Participant ID: 127972

For a printable version of the transcript [Without Scores](#) | [With Scores](#)  
To limit transcript by a date range [Without Scores](#) | [With Scores](#)

To order the transcript by [date](#) or [title](#) click on the column heading.

**Courses**

Title	Credit	Completed Date	Status	Certificate
Current Issues in Immunization Neuroconference - June 2, 2011: Vaccination of Persons with Altered	1 CMEs (for certified health education)	6/2/2011	Completed	<b>Certificate</b>

To print your certificate, locate the course on your transcript page and click on "Certificate."

If you are required to present posttest score, select "With Scores" at the top of the page.

For further assistance, please contact [MBarnett2@cdc.gov](mailto:MBarnett2@cdc.gov)

For difficulties with logging in please visit the Help page or email [ce@cdc.gov](mailto:ce@cdc.gov).

To reset a password, please use the "[Forgot Your Password?](#)" link under Participant Login Page.