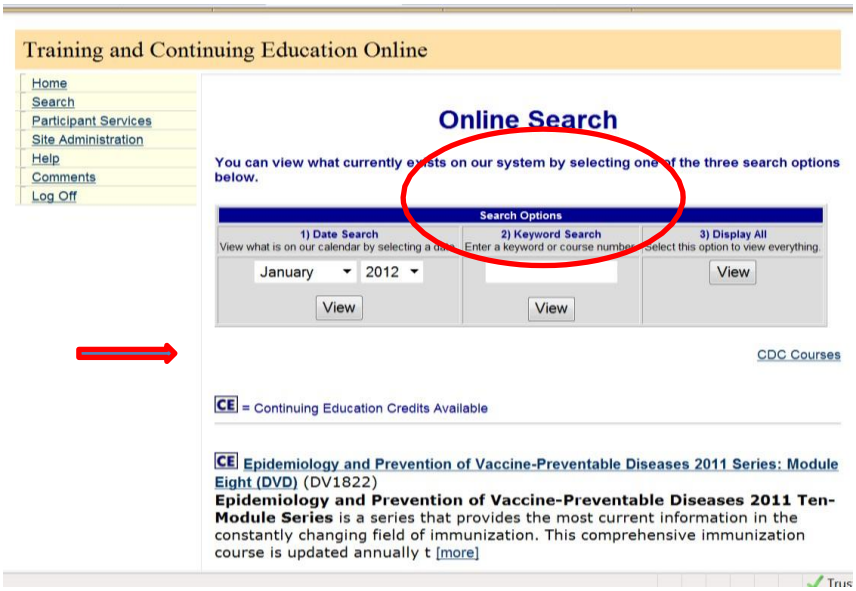
**How to Register for a Course and**
**Receive Continuing Education Credit**
**You Call the Shots – Storage and Handling WB2362**

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.
   a. If you **do not** have an account/profile, select **New Participant**.
   b. If you are a returning participant, select **Participant Login** and insert your Login Name and Password.

2) Once logged on to TCEOnline, the **Participant Services** page will display. Select the **Search and Register** link. Select a search method, such as **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.



3) Click on the course name, and the course information page will display. Scroll down to **Register Here**. Select the type of CE that you would like to receive and then select **Submit**.

4) The next page requests demographic information. New participants are required to answer the demographic questions. Returning participants please verify this information and select **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.