

# How To Register Online for CDC Courses

Click **Link** (Fig.1).

<http://www.cdc.gov/vaccines/ed/youcalltheshots.htm>.



The screenshot shows a web browser window displaying the CDC website. The address bar shows the URL: <http://www.cdc.gov/vaccines/ed/youcalltheshots.htm>. The page title is "Vaccines: Ed/You Call the Shots - Internet Explorer provided by Florida Department of Health".

The main content area is titled "Vaccines & Immunizations" and "Education & Training: You Call The Shots". It is a "Web-based Training Course".

**At a glance:**  
 This product was developed through the Project to Enhance Immunization Content in Nursing Education and Training, which is supported by funding from the National Center for Immunization and Respiratory Diseases (NCIRD) of the Centers for Disease Control and Prevention (CDC), through a Cooperative Agreement with the Association for Prevention Teaching and Research.

**Need Continuing Education or a Certificate of Participation?**  
 After viewing the video, participants can go to CDC's online learning system at [www.cdc.gov/tceonline/](http://www.cdc.gov/tceonline/) to register for and obtain CE credit. General instructions are available in the [CE How-to Guide](#).

**Now Available**

- [Hepatitis A](#) **MAR 2013**
- [Vaccine Storage and Handling](#) **FEB 2013**  
 Scroll to bottom of page and click "continue" to start program
- [Vaccines For Children \(VFC\)](#) **FEB 2013**  
 Scroll to bottom of page and click "continue" to start program
- [Understanding the Basics: General Recommendations on Immunization](#) Oct 2012
- [Diphtheria, Tetanus, and Pertussis \(DTaP\)](#) May 2012
- [Tetanus, Diphtheria, and Pertussis \(Tdap\)](#) May 2012
- [Human Papillomavirus](#) Jan 2012
- [Polio](#) Oct 2011
- [Influenza](#) Sept 2011
- [Haemophilus influenzae type b \(Hib\)](#) Jul 2011

The left sidebar contains "Vaccine-Related Topics" and "Additional Resources". The right sidebar has "Quick Links" and "Related Links".

## How To Register Online for CDC Courses

CDC registration is required to receive a Certificate of Completion. Click on [www.cdc.gov/tceonline](http://www.cdc.gov/tceonline) (Fig. 2).

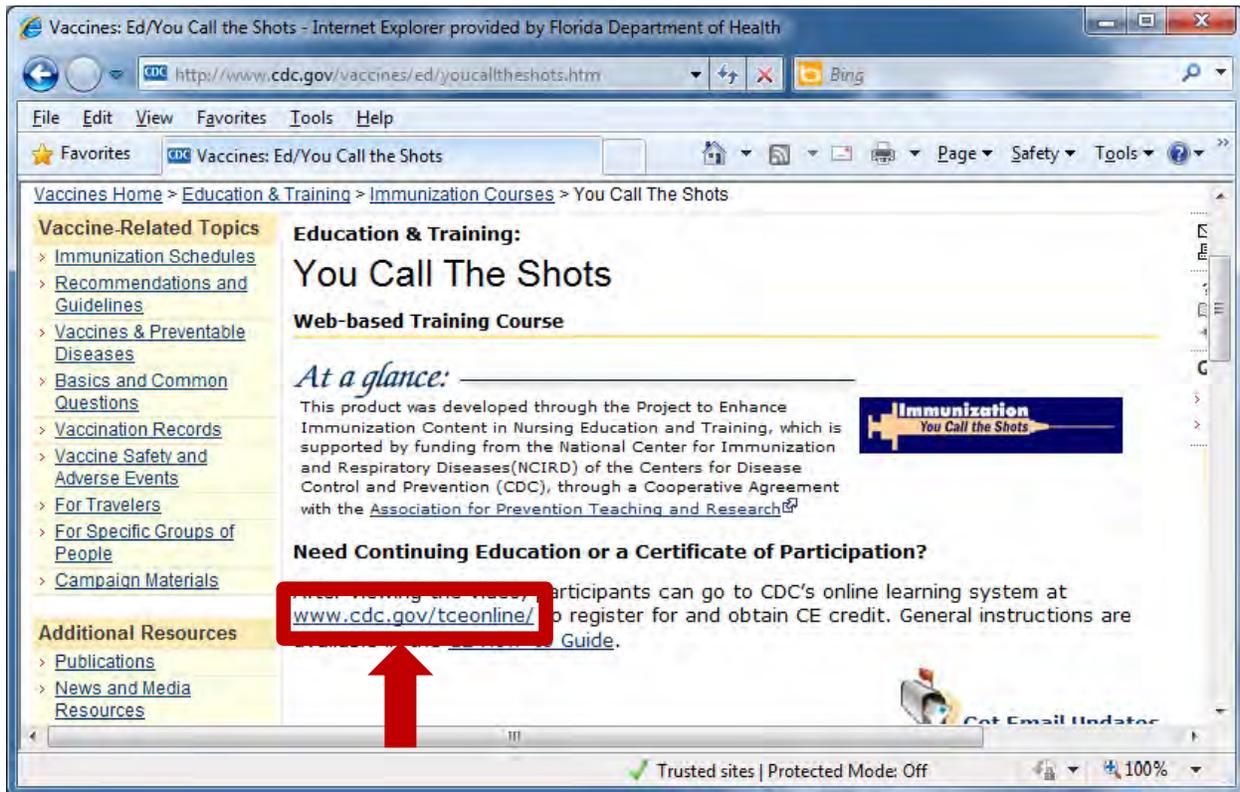


Figure 2

# How To Register Online for CDC Courses

Click **New Participant** (Fig. 3).



Figure 3

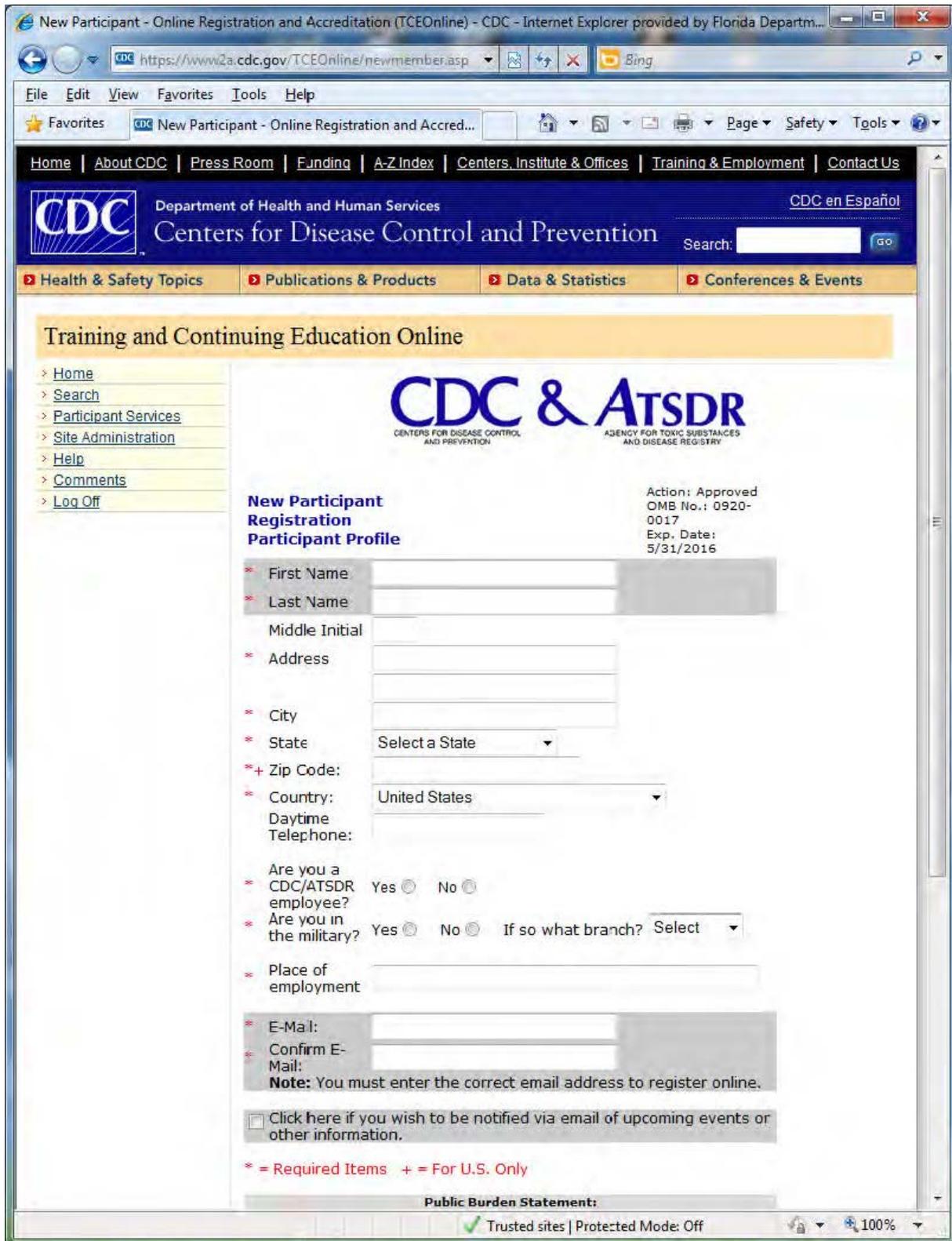
For Internet Explorer 8 users, click **No**, otherwise you may not be able to fully view the website (Fig. 4).



Figure 4

## How To Register Online for CDC Courses

Complete **Registration Form** (Fig. 5), Click **Submit** at the bottom of the screen.



The screenshot shows a web browser window displaying the CDC TCEOnline registration page. The browser address bar shows the URL: <https://www2a.cdc.gov/TCEOnline/newmember.asp>. The page header includes the CDC logo and navigation links such as Home, About CDC, Press Room, Funding, A-Z Index, Centers, Institute & Offices, Training & Employment, and Contact Us. The main content area is titled "Training and Continuing Education Online" and features a "New Participant Registration Participant Profile" form. The form includes fields for First Name, Last Name, Middle Initial, Address, City, State (a dropdown menu), Zip Code, Country (a dropdown menu), and Daytime Telephone. There are also radio button options for "Are you a CDC/ATSDR employee?" and "Are you in the military?", along with a dropdown for "If so what branch?". A "Place of employment" field is also present. Below the form, there are fields for "E-Mail:" and "Confirm E-Mail:", followed by a note: "Note: You must enter the correct email address to register online." and a checkbox for "Click here if you wish to be notified via email of upcoming events or other information." A legend at the bottom indicates that "\*" denotes required items and "+" denotes items for U.S. only. The footer contains a "Public Burden Statement" and a security indicator showing "Trusted sites | Protected Mode: Off".

Figure 5

## How To Register Online for CDC Courses

Upon registration completion you will receive a confirmation email. The email enables you to create a Password. Now you can register for the CDC webinars.

Click **Participant Login** (Fig. 6).



The screenshot shows the CDC Training and Continuing Education Online website. The top navigation bar includes links for Home, About CDC, Press Room, Funding, A-Z Index, Centers, Institute & Offices, Training & Employment, and Contact Us. The main header features the CDC logo, the text 'Department of Health and Human Services Centers for Disease Control and Prevention', and a search bar. Below the header is a menu with categories: Health & Safety Topics, Publications & Products, Data & Statistics, and Conferences & Events.

The main content area is titled 'Training and Continuing Education Online'. On the left is a sidebar with a list of links: Home, Search, Participant Services, Site Administration, Help, Comments, and Log Off. The main content area is divided into two columns. The left column contains a 'Participant Services' section with links for 'New Participant' (for those who have never registered) and 'Participant Login' (for those with a login name and password). The 'Participant Login' link is highlighted with a red box. Below this is a 'Site Administration' section with links for 'New Administrator' and 'Administrator Login'. The right column contains a 'Participant features' list with items such as 'Search the calendar and catalog of courses', 'Select a downlink site for satellite broadcasts', 'Complete course evaluation and exam', 'View and print your transcript', and 'Print your continuing education certificate'. The 'Site administration features' list includes 'Identify and register downlink sites', 'Monitor participant registration', and 'Reserve seats for participants (who do not have access to the Internet)'. The date '9/2011' is displayed at the bottom left of the page.

Figure 6

# How To Register Online for CDC Courses

Enter your **Login Name** and **Password** (Fig. 7).

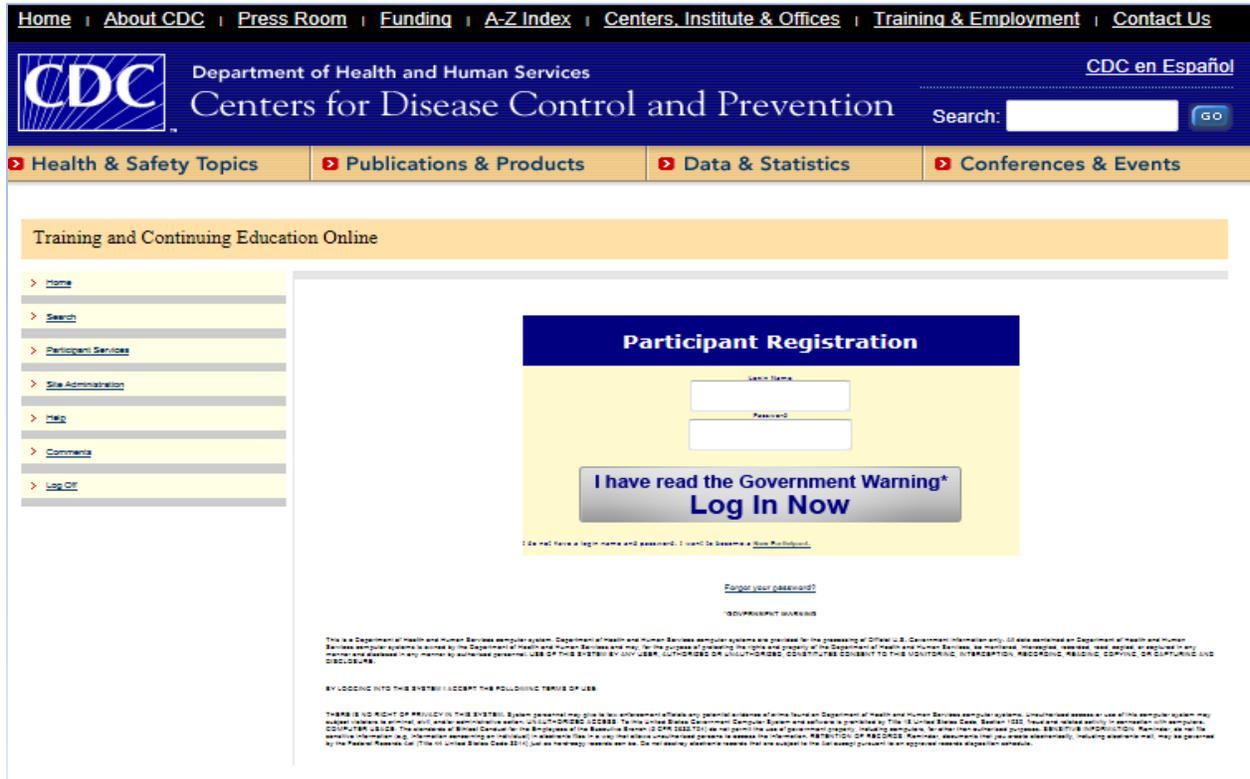


Figure 7

Search and register for required courses (Fig. 8). Use the **Keyword Search** to find the courses.

**WB2362-Immunization: You Call the Shots–Module Ten–Storage and Handling–2014**  
**WB2363-Immunization: You Call the Shots–Module Sixteen–Vaccines for Children Program**

Enter course number, click **View**.

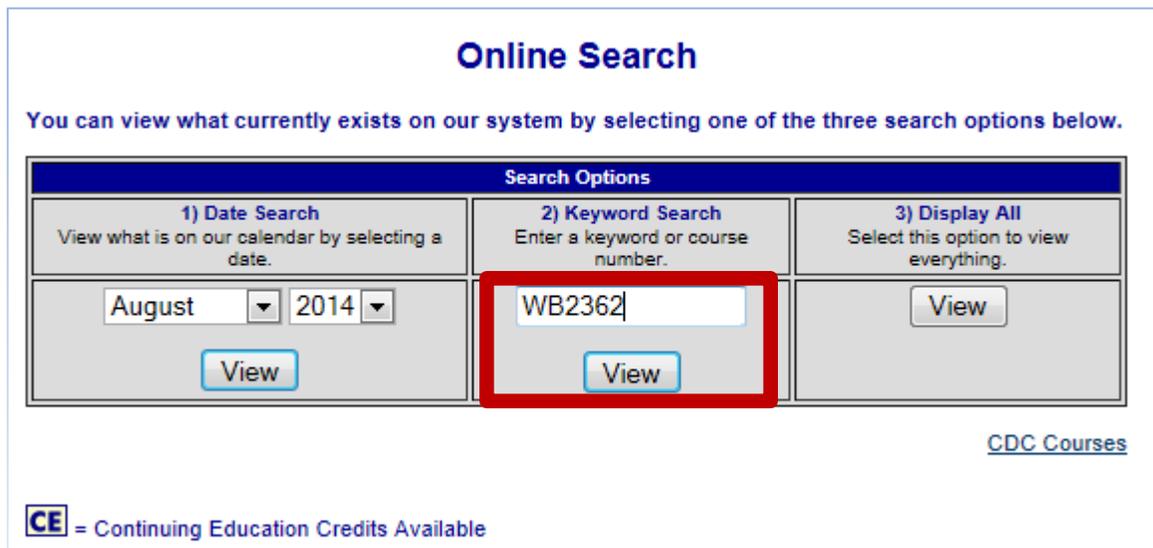


Figure 8

# How To Register Online for CDC Courses

The course link will appear under the search box (Fig. 9).

### Online Search

You can view what currently exists on our system by selecting one of the three search options below.

Search Options		
<p style="text-align: center;"><b>1) Date Search</b></p> <p style="font-size: small;">View what is on our calendar by selecting a date.</p> <p style="text-align: center;"> <input type="text" value="August"/> <input type="text" value="2014"/> </p> <p style="text-align: center;"><input type="button" value="View"/></p>	<p style="text-align: center;"><b>2) Keyword Search</b></p> <p style="font-size: small;">Enter a keyword or course number.</p> <p style="text-align: center;"> <input style="width: 100%;" type="text"/> </p> <p style="text-align: center;"><input type="button" value="View"/></p>	<p style="text-align: center;"><b>3) Display All</b></p> <p style="font-size: small;">Select this option to view everything.</p> <p style="text-align: center;"><input type="button" value="View"/></p>

[CDC Courses](#)

**CE** = Continuing Education Credits Available

**CE** [Immunization: You Call the Shots Module Ten: Storage and Handling - 2014 \(Web-based\) \(WB2362\)](#)  
 This module is the tenth in a series titled Immunization: You Call the Shots and focuses on storage and handling requirements for vaccines.

The series has been available since the mid-nineties in various formats. Previously available as a CD [\[more\]](#)

Figure 9

At the bottom of the Course Outline screen (Fig. 10), select if an accreditation statement is needed. If none, select "0 Audit."

Click **Submit**.

**CE** [Accreditation Statements](#)

Register Here	
<p><b>CE Available</b> Select the appropriate continuing education.</p> <p>Select audit for courses without CE or if you do not want CE.</p>	<p><input type="radio"/> 1.75 CME (for physicians)</p> <p><input type="radio"/> 1.75 CME (attendance for non-physicians)</p> <p><input type="radio"/> 1.7 CNE (for nurses)</p> <p><input type="radio"/> .2 CEU (for other professionals)</p> <p><input type="radio"/> 2 CHES (for certified health education specialists)</p> <p><input checked="" type="radio"/> 0 Audit</p>
<p>Click submit to <i>Register</i> for your selection and obtain event information.</p>	<div style="border: 2px solid red; border-radius: 50%; width: 60px; height: 40px; display: inline-block; text-align: center; vertical-align: middle;">  </div> <div style="font-size: 2em; color: red; margin-left: 10px;">←</div>

Figure 10

[Back](#)

## How To Register Online for CDC Courses

Update your demographic information if necessary (Fig. 11).

Click **Submit**.

**Please check the accuracy of the following demographic information.  
Update any incorrect information and click Submit.**

**1 ) What is your education level?**

Master's (e.g., M.A., M.P.H., or M.S.)

**2 ) What is your work setting?**

Public Health Agency

Select the type of setting.

State / Territory Public Health

**3 ) What is your primary professional role?**

Public Health Official

**CDC relies on participant feedback to evaluate its training and education products. May we contact you with follow-up questions about the course? If YES, please enter your name, email address and/or phone number in the space provided.**

Name: Ines Burazerovic  
Email Address: ines.burazerovic@state  
Phone Number: 802 865-7755

**Submit**

Figure 11

# How To Register Online for CDC Courses

To take the course, go to **Participant Services** (Fig. 12).  
Click **Evaluations and Tests**.



Figure 12

Then select Self-Study Courses



Figure 13

# How To Register Online for CDC Courses

The CDC Course Roster is displayed (Fig. 14).  
 Select **Course Title**:

- WB2362-Immunization: You Call the Shots–Module Ten–Storage and Handling–2014
- WB2363-Immunization: You Call the Shots–Module Sixteen–Vaccines for Children Program

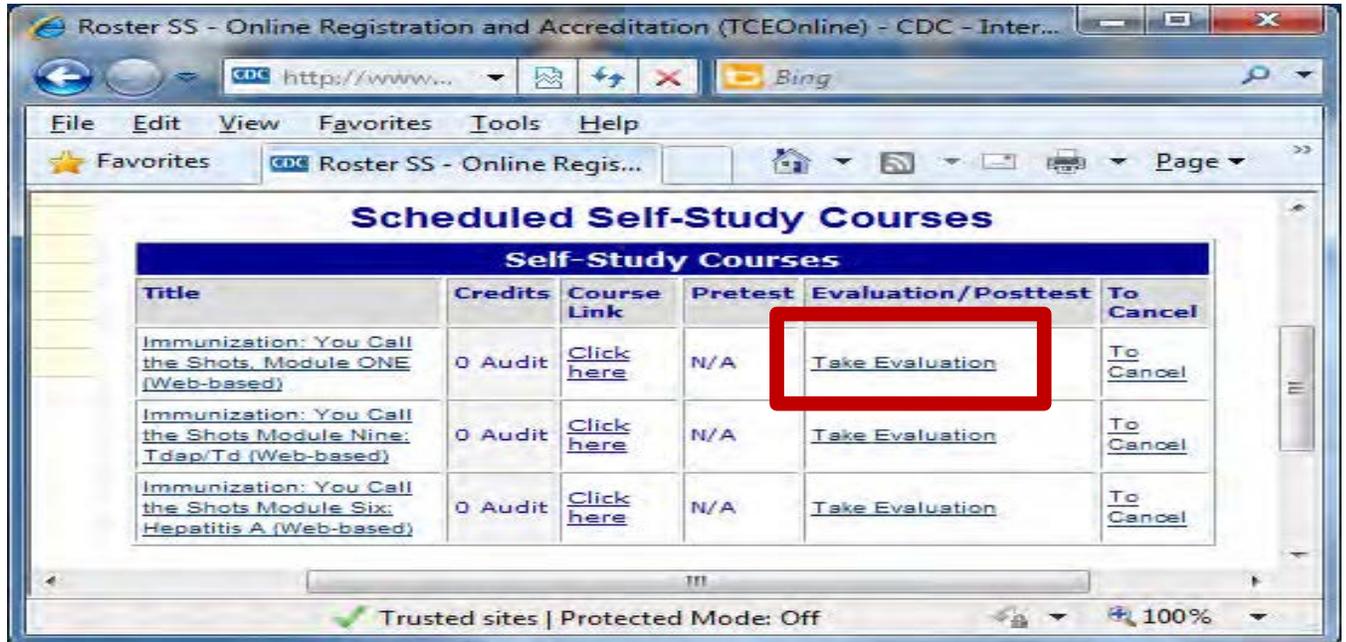


Figure 14

You will be brought back to the main page.  
 Select course title you wish to view (Fig. 15).

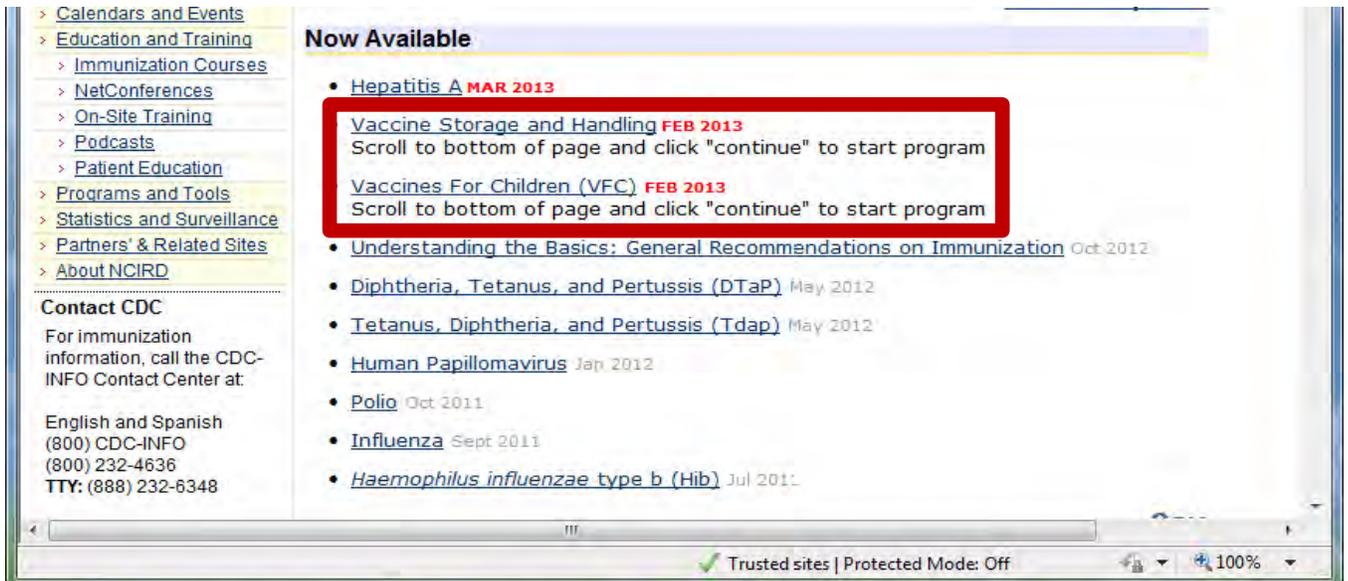
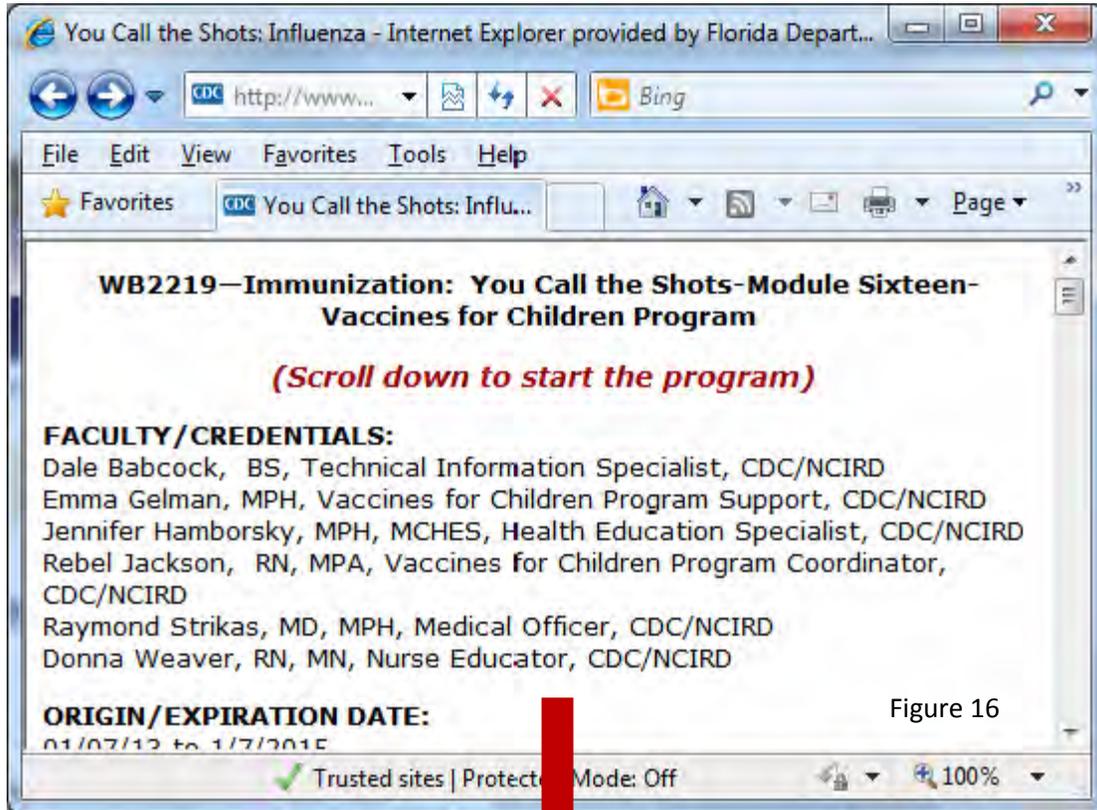


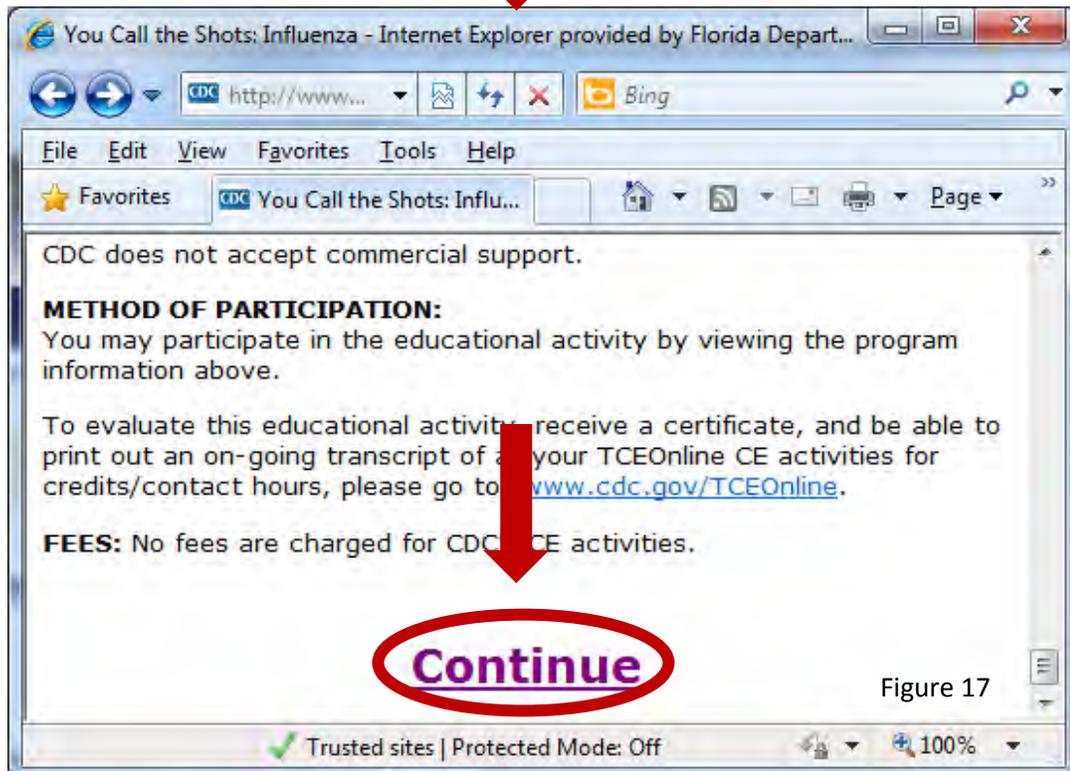
Figure 15

## How To Register Online for CDC Courses

Scroll to the bottom of the screen (Fig. 16).  
Click **Continue** to view the webinar (Fig. 17).  
From here:



To here:



# How To Register Online for CDC Courses

Upon completion of the course, take the evaluation (Fig.18). **Write down the Verification Code** given during the course. **Enter it where indicated.**

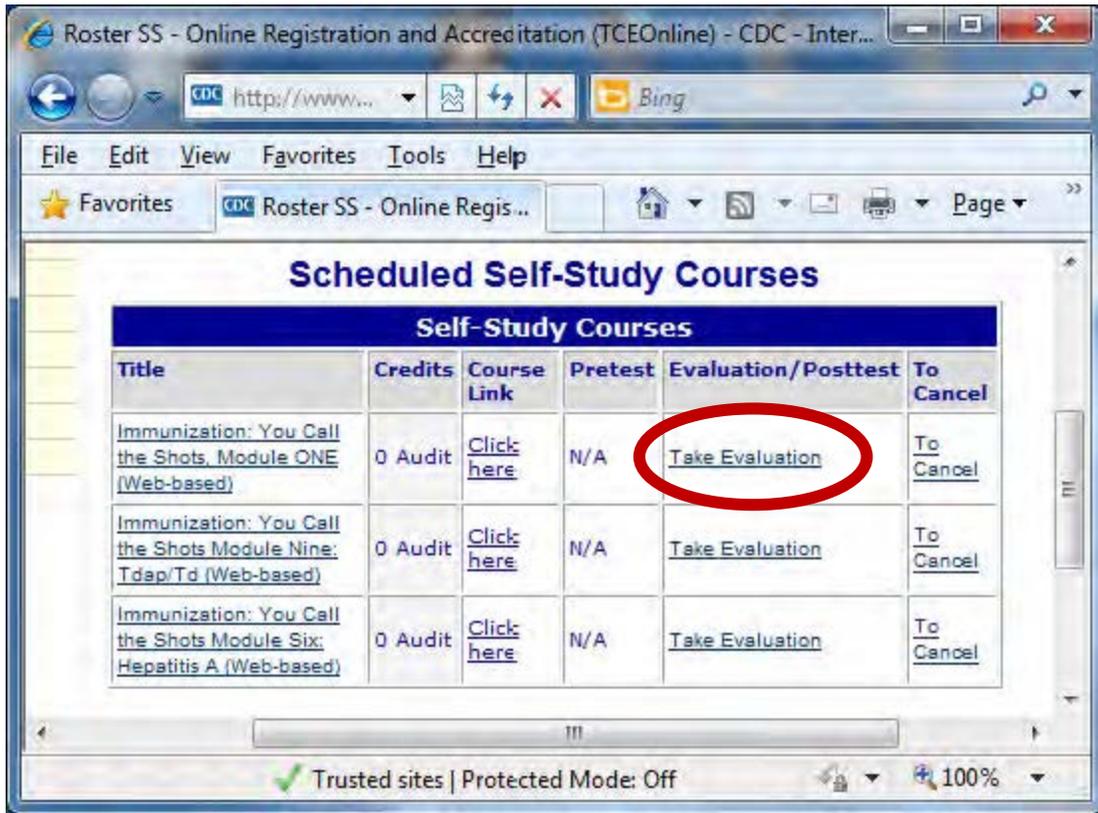


Figure 18

When the evaluation is completed the course certificate will be added to your transcript (Fig. 19).

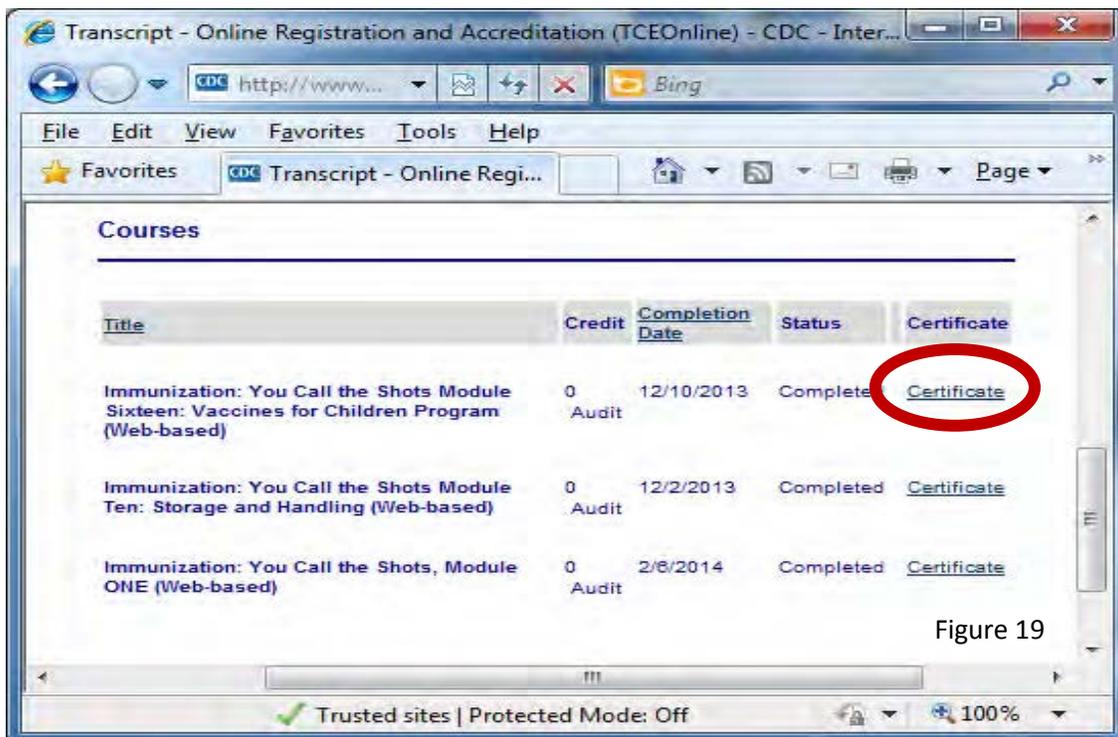


Figure 19

## How To Register Online for CDC Courses

If you need to **print** your certificate (Fig. 20), Click **Certificate**.

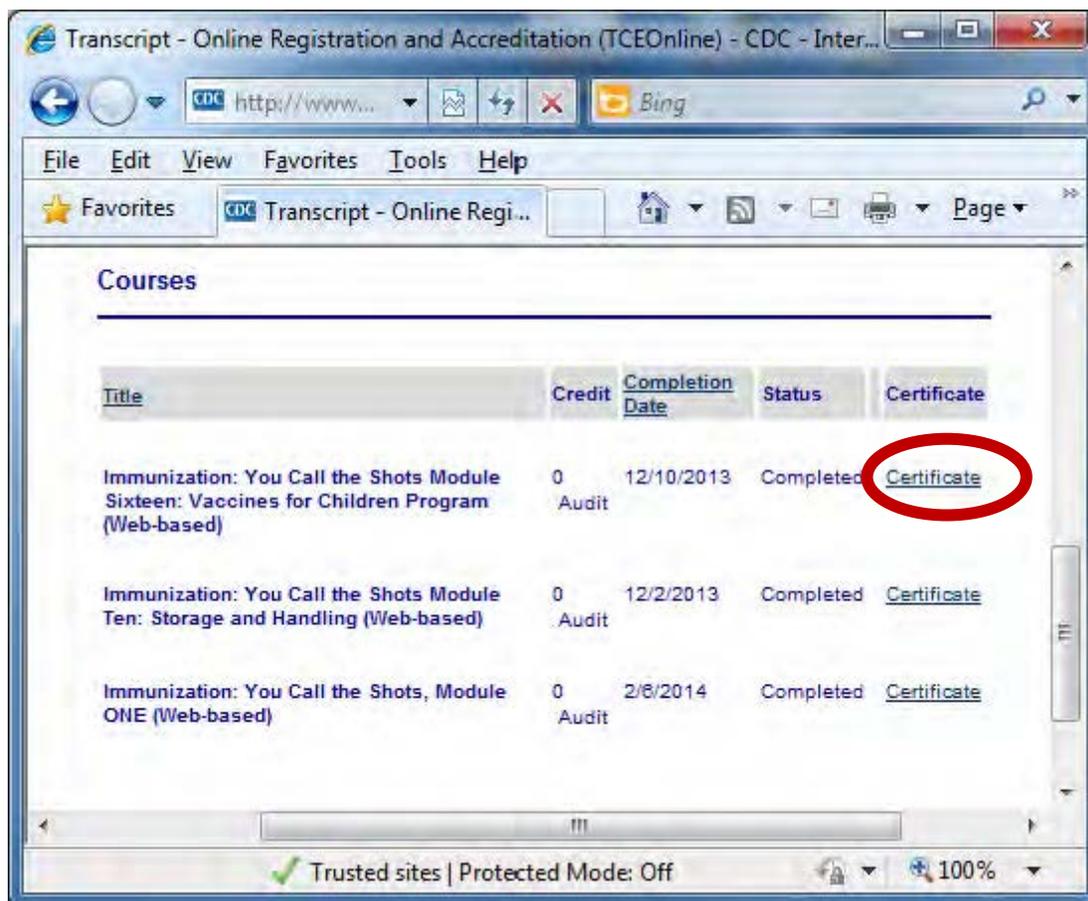


Figure 20

## How To Register Online for CDC Courses

Click **printer icon** in the browser bar. If you encounter difficulties printing, consult your IT department.

**The Centers for Disease Control and Prevention(CDC)**

CERTIFICATE OF ATTENDANCE

**Jane Doe**

has attended the educational activity

**Immunization: You Call the Shots Module Ten: Storage and Handling - 2014 (Web-based)**

**WB2362**

and earned

**1 Category 1 Contact hours in Health Education**

**on 4/15/2014**