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.

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

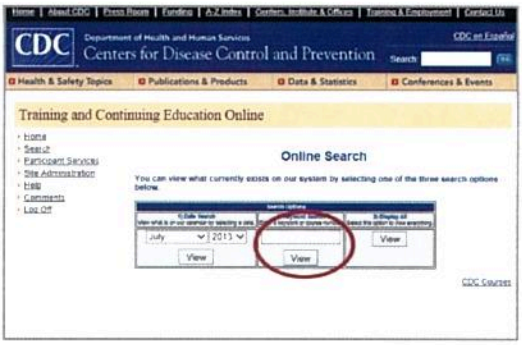
Note: The first time you use the online system, you will need to log in as new participant and create a participant profile.

If you have difficulty logging in, please visit the "Help Page" or e-mail ce@cdc.gov.

To reset a forgotten password, please use the "Forgot your Password?" link under Participant Login.

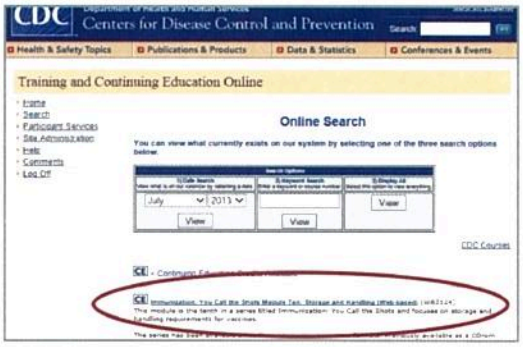
Password Reset Tips:
Use the Forgot Your Password Link? if you know your login name.
Temporary passwords are case sensitive and must match exactly.
All temporary passwords contain an exclamation mark "!" at the end — do not forget to include it.
When copying and pasting temporary passwords, please do 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.

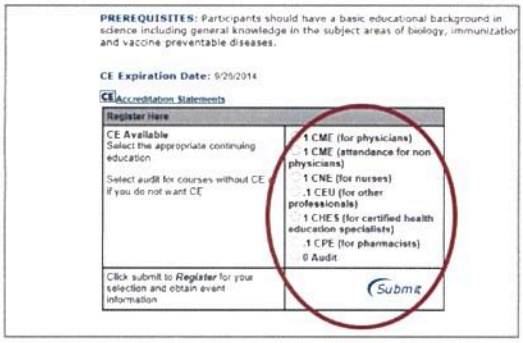


Register for your specific course by entering the course number or a key word into the key word search box.

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.

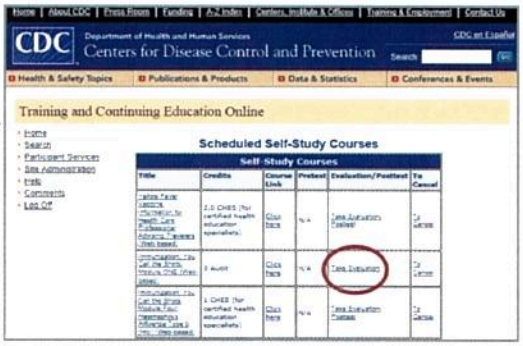
Complete your demographic information and click "Submit."

You are now registered for your course.

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

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

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



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

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

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.

Complete your evaluation and click "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.

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

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
For difficulties with logging in please visit the Help page or email ce@cdc.gov.
To reset a password, please use the "Forgot Your Password?" link under Participant Login Page.