

Instructions for Completing the Online Asthma-Friendly Childcare Center Training
You may want to print this page and check off each item as you complete each step

1. Register for a free account on the [SPC CE Online training website](#).
 - a. Under “Profession” you may choose “childcare” (last option on the list).
 - b. You are not required to enter your entire Social Security Number when prompted, but entry of some numbers is required in this field to complete registration.Once you have completed registration, you will be logged in and the page will say “Your cart is empty.”

2. Click on the SPC*CE logo on the top left corner of the page to go to the site’s homepage (<http://www.onlinece.net/default.aspx>). On the right side of the page, under CE Partners, you will see the Florida Asthma Coalition logo (shown below). Click on the logo to be taken to the course abstract page.



3. Click on the ‘Add to Cart’ link under the course description. You will be taken to your ‘Courses’ page and the course will be listed under “Current Course Sessions”. **Note: You will NOT be charged to take this course if you registered with the profession of Childcare, ARNP, RN, LPN, or Social Worker.**
4. Click on the title of the course. A summary will appear. Click on the title of the course again and you will be taken directly to the Pre-test.
5. Complete the pre-test and click “Submit Answers”.
6. Your score and the questions that you missed will be displayed. (You may print this page). Review these questions and pay close attention when these topics are covered during the training. This will prepare you for the “Post Test” at the end of the training. Click “Continue to Lesson” to be taken to the course homepage.
7. Take a moment to review the Course Page. It contains presenter biographies, and links to the course transcript, the slide handouts, the resource guide, and other resources that may be useful to you. Many participants find it helpful to print the slide handout and/or the course transcript before beginning the training.
8. Once you have reviewed the Course Page, click the “Begin Course” button at the top of the page. The Course Page will stay open while the training, which consists of a slide presentation with voice-over, will open in a new window. The slide presentation will take approximately 30 minutes. You may use the buttons at the bottom of the slide presentation to fast forward, rewind, pause, or stop the presentation at any time. You can also drag the moving bar backward to go back to a slide or forward to move forward to a slide. Be sure to keep the Course Page open (Lesson Display) as you may want to reference it during the training. You will need to return to it once the training is complete to obtain your certificate of completion.
9. Once you have completed the training, return to the Course Page. Scroll to the very bottom of the page, and when you are ready, select “Take Test”.
10. After completing the post-test, click “Take Survey” to complete the evaluation survey. On this survey, please provide the name of your Childcare center where it says “Employer Name”, if applicable. Select “Other” for Employer Type. This information will be used to document the number of individuals at your center that completed the training. Click “Submit” at the bottom of the page when you are done.
11. Click “View Certificate” to view your certificate of completion. You can print the certificate or save it to your computer. Click “Print” at the bottom of the certificate to print a paper copy. Go to file “save as” to save this link to your computer. You may also log-on to this site at anytime to access your certificate. It will always be accessible through your ‘Courses’ link. The printed certificate can be turned into the Department of Children and Families (DCF) for 1 “in-service training” credit.

Click on site’s [Contact Us](#) link if you experience any problems or issues.