

## Click Link (Fig.1).

#### http://www.cdc.gov/vaccines/ed/youcalltheshots.htm.



Figure 1





CDC registration is required to receive a Certificate of Completion.

## Click on www.cdc.gov/tceonline (Fig. 2).



Figure 2





----- It's a New Day in Public Health

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).









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



Figure 5





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).

🏉 Main Entry Page - Online Reg	istration and Accreditation (TCEO	nline) - CDC - Internet Explorer provi	ided by Florida Departm	×
G = ttp://www.2a	.cdc.gov/TCEOnline/	🔹 🗟 🏤 🗶 📴 Bing		P +
<u>File Edit View Favorites</u>	<u>T</u> ools <u>H</u> elp			
🖕 Favorites 🛛 🚾 Main Entry	Page - Online Registration and Ac	cre 🖄 🔻 🖾 🔹 🖾	➡ Page ▼ Safety ▼ Tools	- @-
Home About CDC Press	Room Funding A-Z Index	Centers, Institute & Offices	aining & Employment   Contact U	Js 🔺
Department	nt of Health and Human Services		<u>CDC en Españ</u>	ol
Cente	rs for Disease Cont	rol and Prevention	Search:	2
Health & Safety Topics	D Publications & Products	Data & Statistics	Conferences & Events	
Home     Search     Participant Services     Site Administration     Help	Welcome to the Centers Training and Continuing E	for Disease Control and Prev ducation Online.	vention (CDC)	
> Comments	Participan	t Services		
<u>&gt; Log Off</u>	New Participant If you have never registered as a participant Participant Login If you have a login name and password?	Participant features • Search the calendar • Select a downlink sit • Register for courses • Complete course eva • View and print your t • Print your continuing	and catalog of courses e for satellite broadcasts Iluation and exam transcript education certificate	
	-			+
		Trusted sites   Protected Mod	ie: Off 🔹 👻 1009	/o •

Figure 6





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

6 Login - Online Registration an	d Accreditation (TCEOnline) - CDC - Ir	nternet Explorer provided by Flo	rida Department of Hea	x
🚱 🔵 🗢 🔤 https://www.2	a. <b>cdc.gov</b> /TCEOnline/logn.asp	🔹 🗟 🏘 🗙 📴 Bing		<b>₽</b> +
<u>File Edit View Favorites</u>	<u>T</u> ools <u>H</u> elp			
🖕 Favorites 🛛 🔤 Login - Onl	ine Registration and Accreditation (T		➡ ▼ Page ▼ Safety ▼ Tools ▼	0-
Home About CDC Press	Room   Funding   A-Z Index   C	enters, Institute & Offices	aining & Employment   Contact Us	*
			CDC en Español	
Departmen	It of Health and Human Services	1 and Dramation		
, Cente	is for Disease Contro	r and r revention	Search:	
Health & Safety Topics	Publications & Products	Data & Statistics	Conferences & Events	
Training and Contin	nuing Education Online			jii
> <u>Home</u>				
> Search				
Participant Services     Site Administration		Participant Registration	i i contra de la c	
> Help				
> Comments		Login Name		
<u>≻ Loq Off</u>		Password		
		1000000		
	Iha	ve read the Government Warn	ing*	
	-	LOGINNOW		
	I do not h want to be	ave a login name and pass ecome a New Participant.	word. I	
		Forgot your password?		
				+
		🗸 Trusted sites   Protected Moo	le: Off 👘 🔹 🔍 100%	•

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.

Facilities mention	<u>I</u> ools <u>H</u> elp		- Deser Créter Terler	
Search     Search     Site Administration     Help     Comments     Log Off	You can view what currently exists on ou below.	line Search	of the three search options	
	Search Options			
	1) Date Search View what is on our calendar by selecting a date.	2) Keyword Search Enter a keyword or course	3) Display All Select this option to view everything.	
	January v 2014 v View	WB2219 View	View	

Figure 8





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



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.

<u>E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp Favorites <u>Course Info Online Re</u>	🏠 ▼ 🖾 ▼ 🖃 🖶 ▼ <u>P</u> age ▼ <u>S</u> afety ▼
CE Accreditation Statements	
Register Here	Second
CE Available Select the appropriate continuing education. Select audit for courses without CE or if you do not want CE.	<ul> <li>1.5 CME (for physicians)</li> <li>1.5 CME (attendance for non-physicians)</li> <li>1.5 CNE (for nurses)</li> <li>.2 CEU (for other professionals)</li> <li>1.5 CHES (for certified health education specialists)</li> <li>.15 CPE (for pharmacists)</li> <li>0 Audit</li> </ul>
Click submit to <b>Register</b> for your selection and obtain event information.	Submit

Figure 10





----- It's a New Day in Public Health

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

## Click Submit.

THE DOT OF	www.Za,c + 🔯 to X 🔁 Bing	Q
File Edit View Favo	prites Tools Help	
Favorites Core	e Questions - Online 🏠 🔻 🖾 💌 👼	· ★ <u>P</u> age ★ <u>S</u> afety ★
	1 1	
Please check t Upda	he accuracy of the following demographi te any incorrect information and click Su	c information. bmit.
1 ) What is your e	ducation level?	
Completed college (	e.g., B.A. or B.S.)	
2 ) What is your w	ork setting?	
Public Health Agency	· ·	
	Select the type of setting.	
	State / Territory Public Health -	
2.) What is your p	rimany professional role?	
Deserver Constantial	initially professional role.	
Program Specialist		
CDC relies on part products. May we	icipant feedback to evaluate its training contact you with follow-up questions ab your name, email address and/or phone	and education out the course? If number in the
YES, please enter space provided.		
YES, please enter space provided. Name:	c fibea	
YES, please enter space provided. Name: Email Address: Phone Number:	s filhea 850-245-4444x2376	
YES, please enter space provided. Name: Email Address: Phone Number:	s s Submit	

Figure 11





To take the course, go to Participant Services (Fig. 12).

### Click Evaluations and Tests.



Figure 12





Select Self-Study Courses (Fig. 13).



Figure 13





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

🙆 Roster SS - Online Registrati	ion and A	ccreditati	ion (TCEO	nline) - CDC - Inter		x
C C = ttp://www.	🔹 🖉	1 4g 🗙	Bi	ng		<del>ب</del>
<u>File Edit View Favorites</u>	<u>T</u> ools	<u>H</u> elp				
🙀 Favorites 🔤 Roster SS	- Online I	Regis	6		* <u>P</u> age	- >>
Sch	eduled	d Self	Study	Courses		
	Sel	f-Study	y Cours	es		
Title	Credits	Course Link	Pretest	Evaluation/Posttest	To Cancel	
Immunization: You Call the Shots, Module ONE (Web-based)	0 Audit	<u>Click</u> here	N/A	Take Evaluation	To Cancel	ш
the Shots Module Nine: Tdap/Td (Web-based)	0 Audit	<u>Click</u> here	N/A	Take Evaluation	To Cancel	
Immunization: You Call the Shots Module Six: Hepatitis A (Web-based)	0 Audit	<u>Click</u> here	N/A	Take Evaluation	<u>To</u> Cancel	
			m			+
V Trus	ted sites	Protected	d Mode: O	ff 🐇 🔻	€ 100%	•

Figure 14





---- It's a New Day in Public Health

You will be brought back to the main page.

Select course title you wish to view (Fig. 15).



Figure 15





Scroll to the bottom of the screen (Fig. 16).

Click Continue to view the webinar (Fig. 17).

From here:



Figure 17





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

e <u>E</u> dit <u>V</u> iew F <u>a</u> Favorites	oster SS - Online	<u>H</u> elp Regis	6			
	Schedule	d Self	Study	Courses		
	Se	f-Study	/ Cours	es		
Title	Credits	Course Link	Pretest	Evaluation/Posttest	To Cancel	
Immunization: Yo the Shots, Module (Web-based)	o Audit	Click here	N/A	Take Evaluation	To Cancel	
Immunization: Yo the Shots Module Tdap/Td (Web-bas	u Call Nine: 0 Audit	Click here	N/A	Take Evaluation	To Cancel	
Immunization: Yo the Shots Module	U Call Six: 0 Audit	Click here	N/A	Take Evaluation	To Cancel	

Figure 18

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

le <u>E</u> dit <u>\</u>	<u>liew Favorites T</u> ools <u>H</u> elp	9				
Favorites	Transcript - Online Regi		6 · 5		🖶 🔻 Page	• •
Courses	5					
Title		Credit	Completion Date	Status	Certificate	
Immuniza Sixteen: (Web-bas	ation: You Call the Shots Module Vaccines for Children Program ed)	0 Audit	12/10/2013	Completed	Certificate	
Immuniza Ten: Stor	ation: You Call the Shots Module age and Handling (Web-based)	0 Audit	12/2/2013	Completed	Certificate	
Immuniza ONE (We	ation: You Call the Shots, Module b-based)	0 Audit	2/8/2014	Completed	<u>Certificate</u>	

Figure 19





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

ile <u>E</u> dit Favorites	View Favorites Tools Help				Page	+
Course	s	·			(B) 1-3-	
Title		Credit	Completion Date	Status	Certificate	
Immuni: Sixteen (Web-ba	cation: You Call the Shots Module Vaccines for Children Program sed)	0 Audit	12/10/2013	Completed	Certificate	
Immuni: Ten: Sto	cation: You Call the Shots Module rage and Handling (Web-based)	0 Audit	12/2/2013	Completed	Certificate	
Immuni: ONE (W	cation: You Call the Shots, Module eb-based)	0 Audit	2/8/2014	Completed	<u>Certificate</u>	

Figure 20





Click **printer icon** in the browser bar. If you encounter difficulties printing, consult your IT department. You must download/save your certificate to proceed to the next step.



Congratulations, you now have your certificate of completion and are ready to upload your certificate to your **TRAIN Florida** account.

Click on: How to Upload a Training Certificate to TRAIN Florida.

