

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).

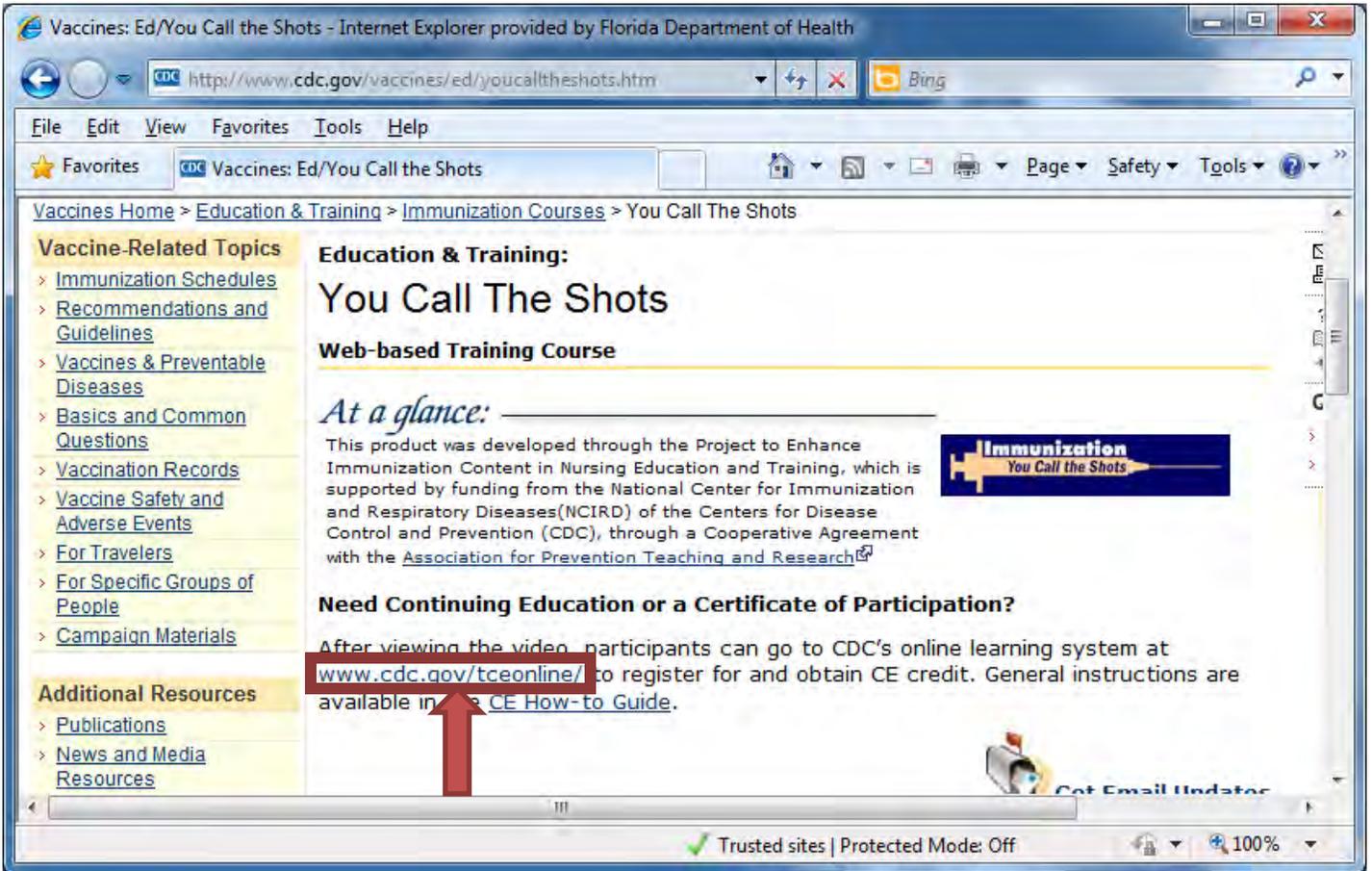


Figure 2



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

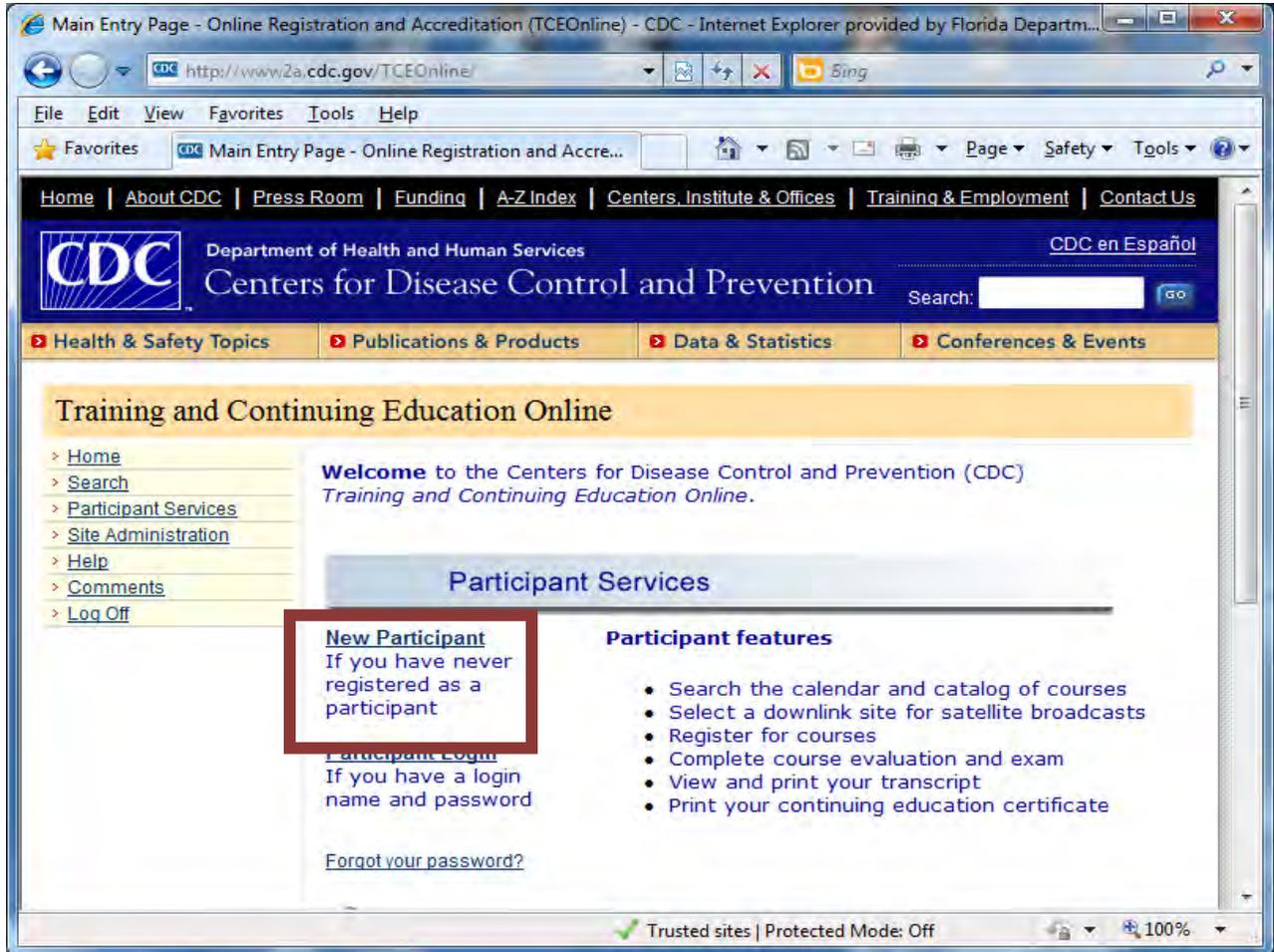


Figure 3

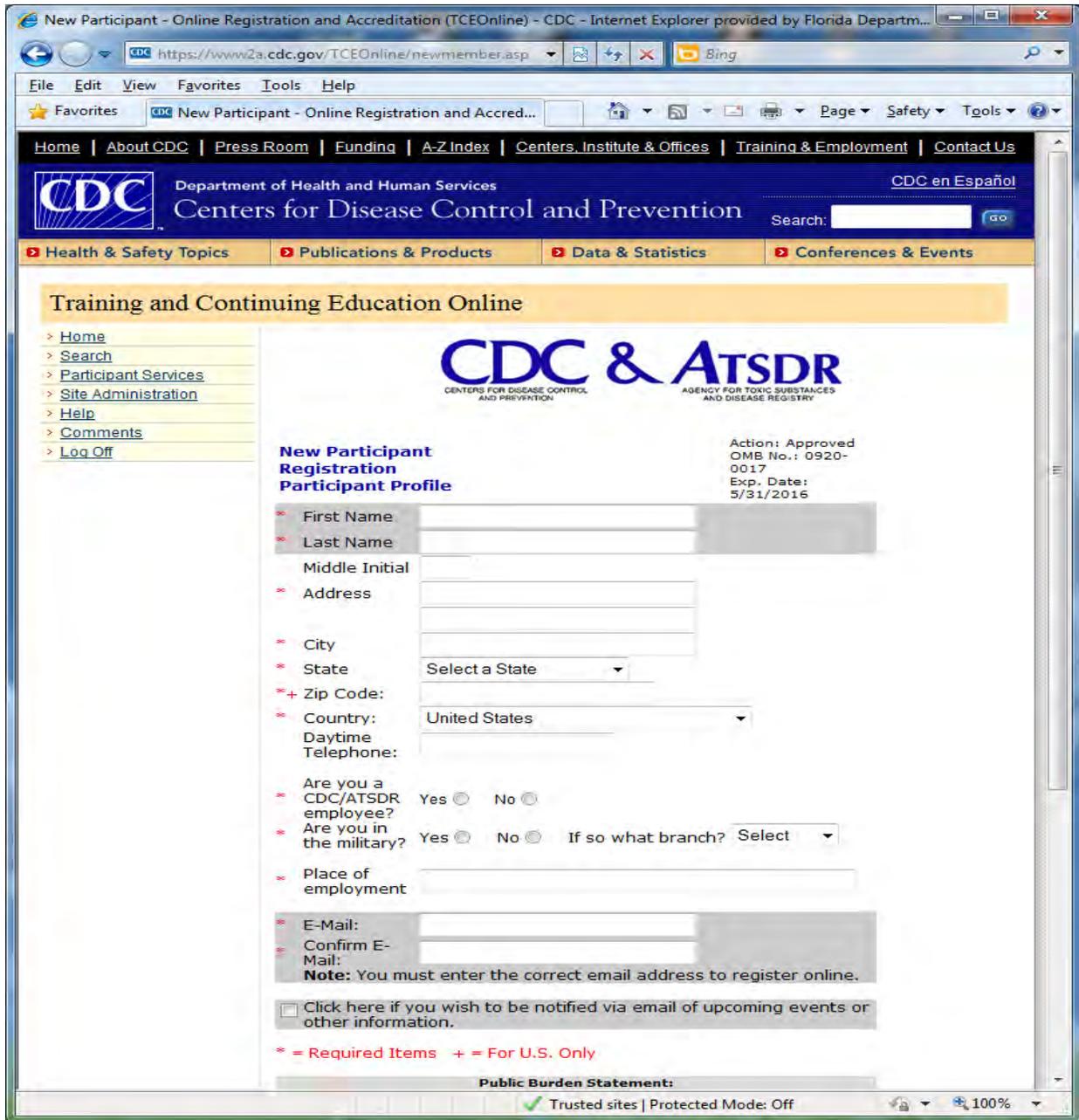
For Internet Explorer 8 users, click **No**, otherwise you may not be able to fully view the website (Fig. 4).



Figure 4



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, the text "Department of Health and Human Services Centers for Disease Control and Prevention", and a search bar. Below the header is a navigation menu with links for 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 sidebar with links for Home, Search, Participant Services, Site Administration, Help, Comments, and Log Off. The main form is titled "New Participant Registration Participant Profile" and includes the following fields and options:

- First Name** (Required)
- Last Name** (Required)
- Middle Initial**
- Address** (Required)
- City** (Required)
- State** (Required, dropdown menu)
- Zip Code** (Required, marked with a red plus sign)
- Country** (Required, dropdown menu, currently set to United States)
- Daytime Telephone**
- Are you a CDC/ATSDR employee?** (Yes No)
- Are you in the military?** (Yes No If so what branch?)
- Place of employment**
- E-Mail** (Required)
- Confirm E-Mail** (Required)

Note: You must enter the correct email address to register online.

Click here if you wish to be notified via email of upcoming events or other information.

Legend: * = Required Items + = For U.S. Only

Public Burden Statement: Trusted sites | Protected Mode: Off

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).

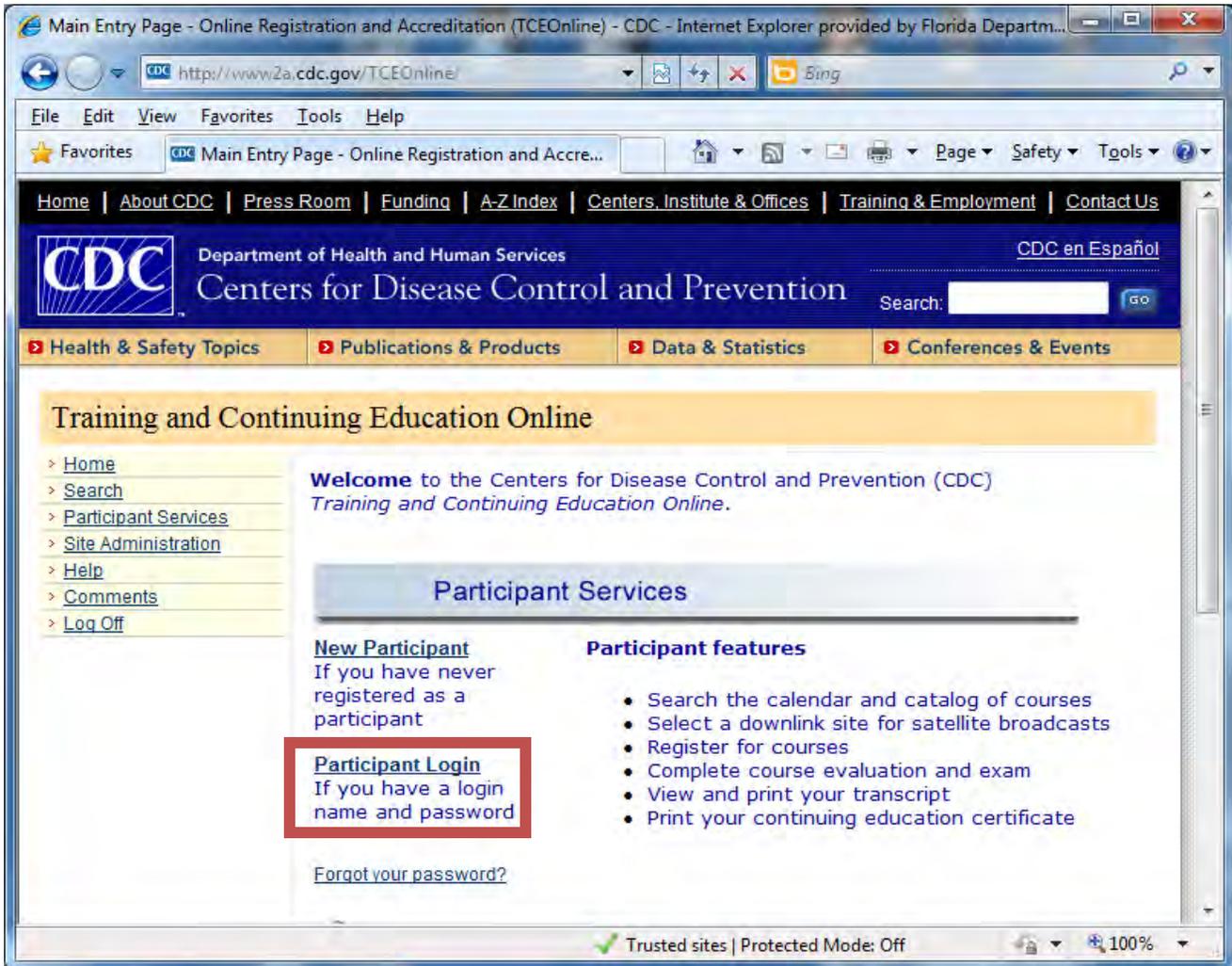


Figure 6



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

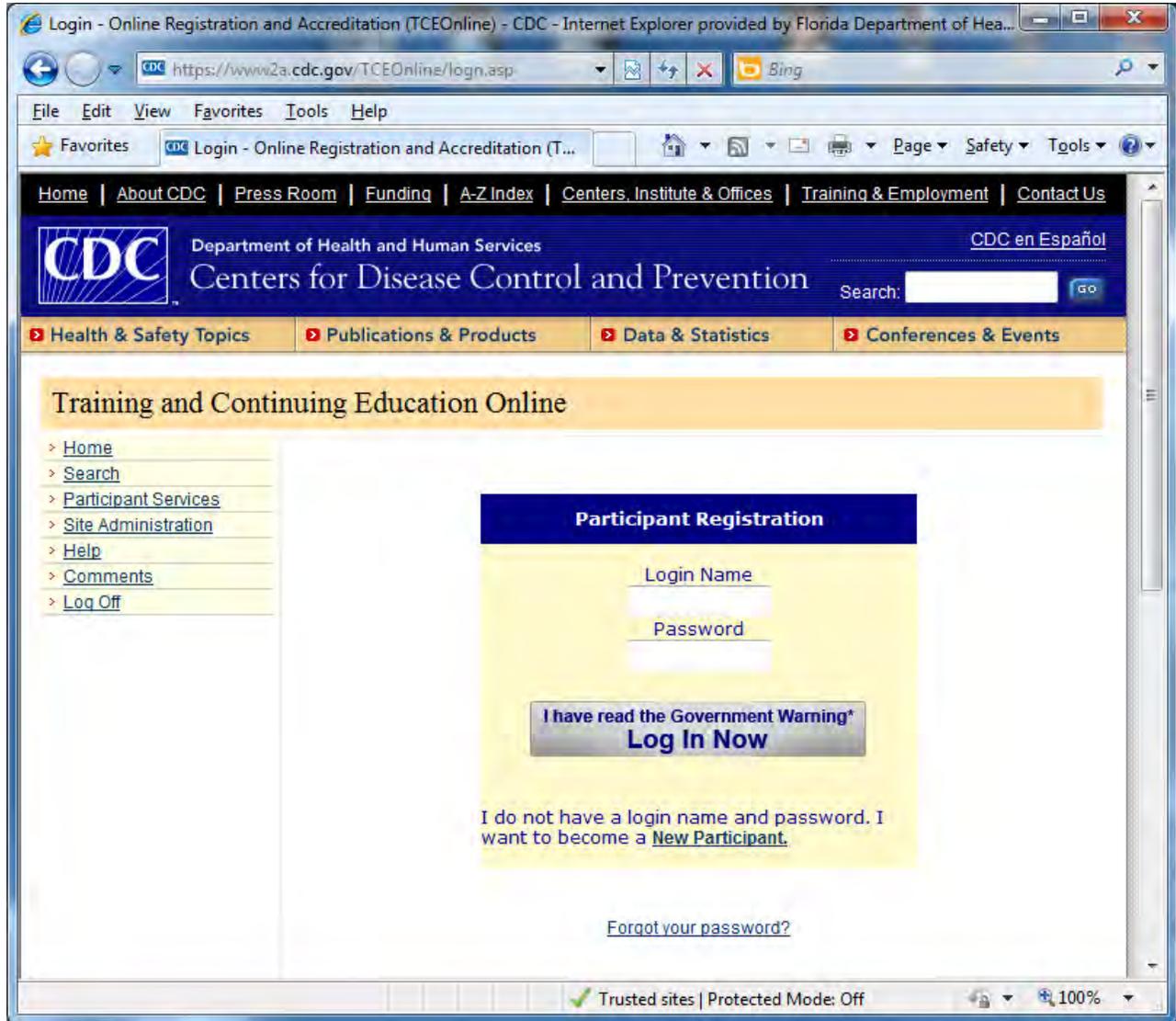


Figure 7



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**.

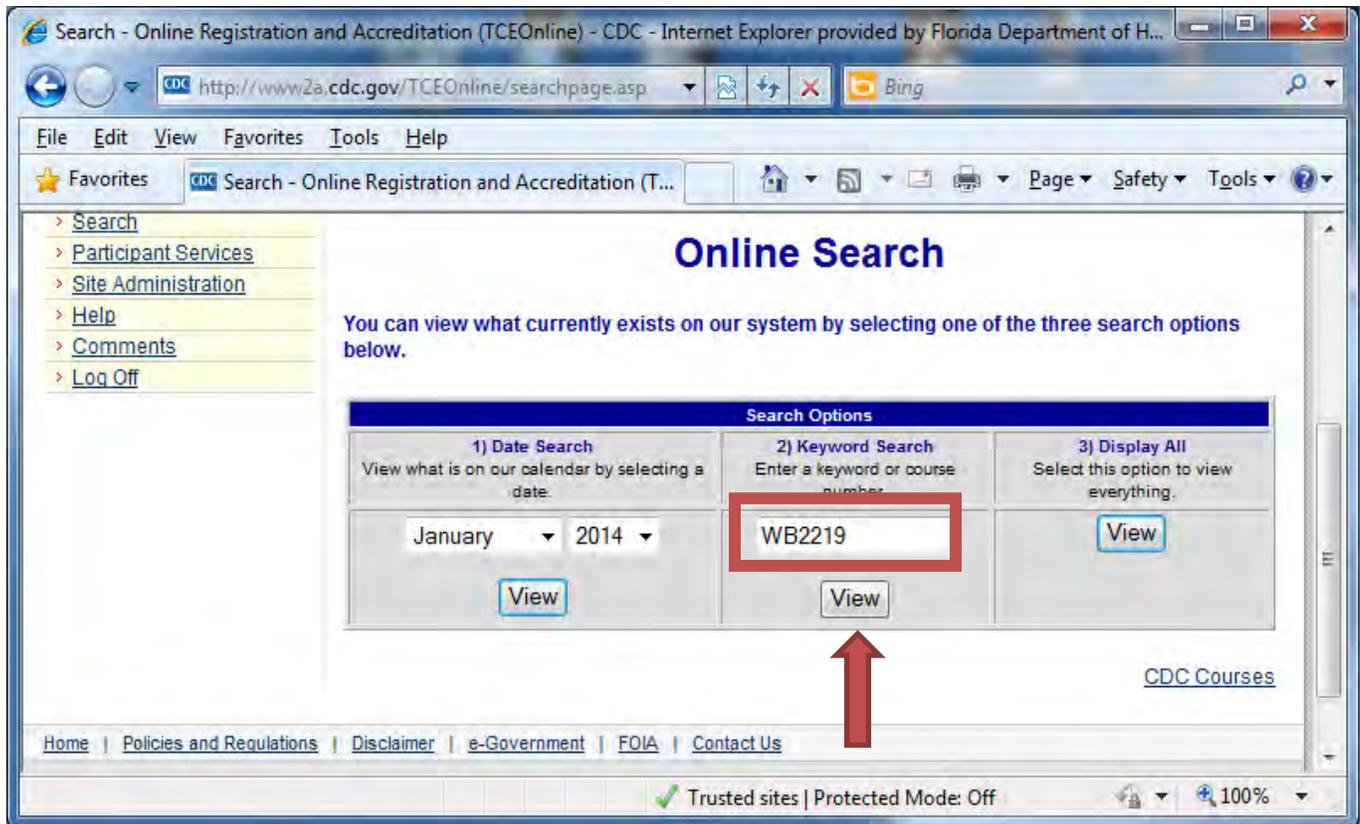


Figure 8



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

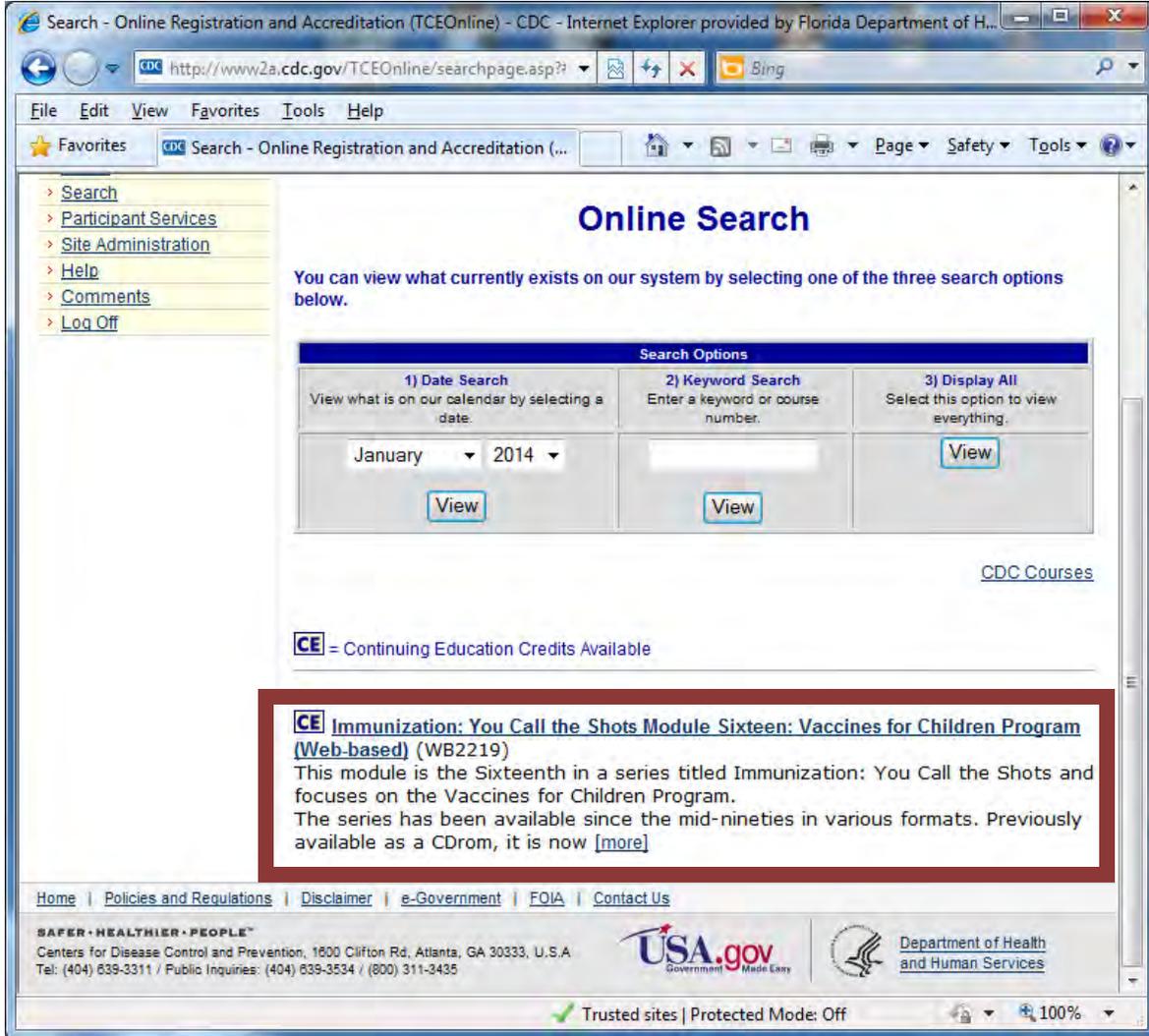


Figure 9



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

Click **Submit**.

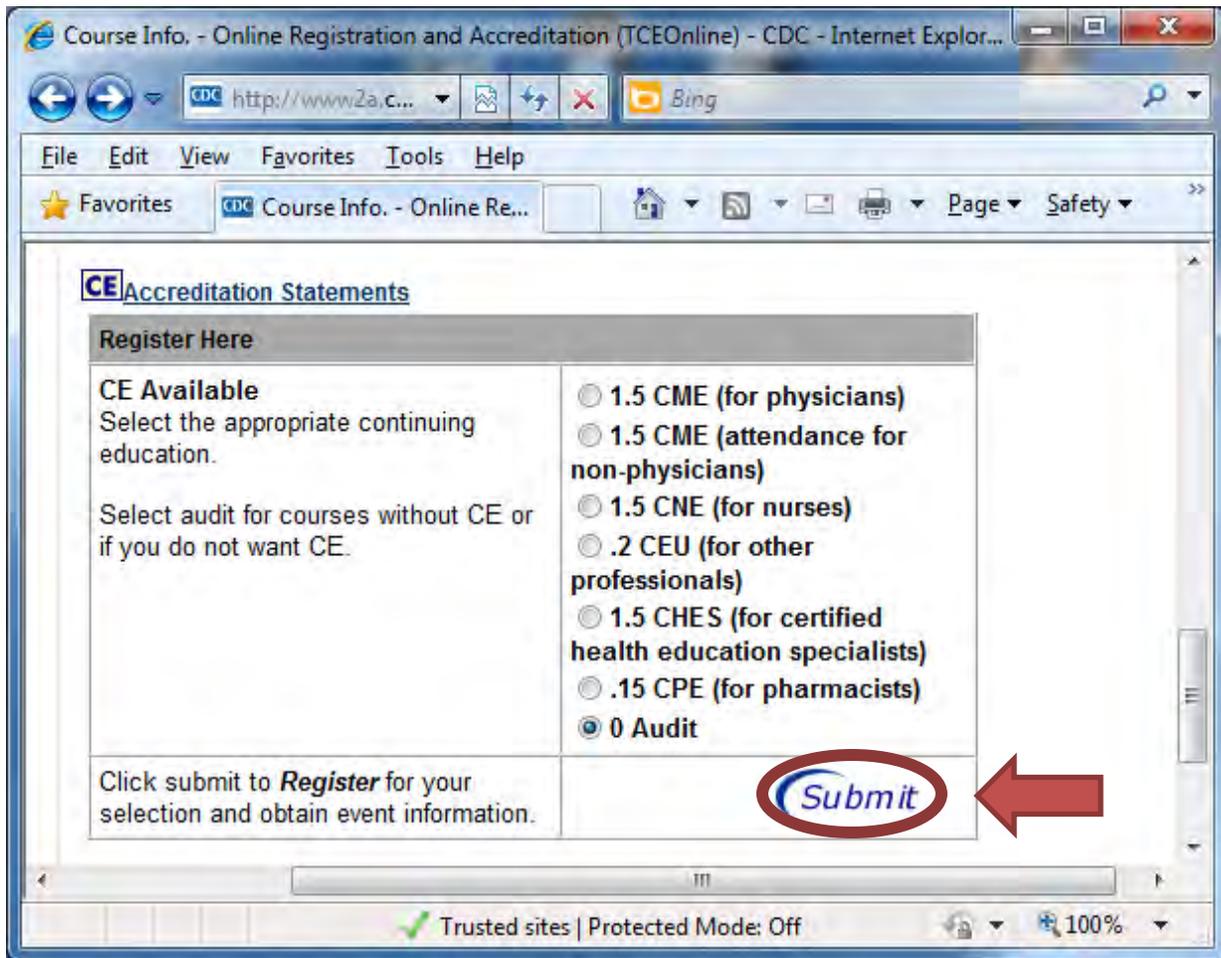
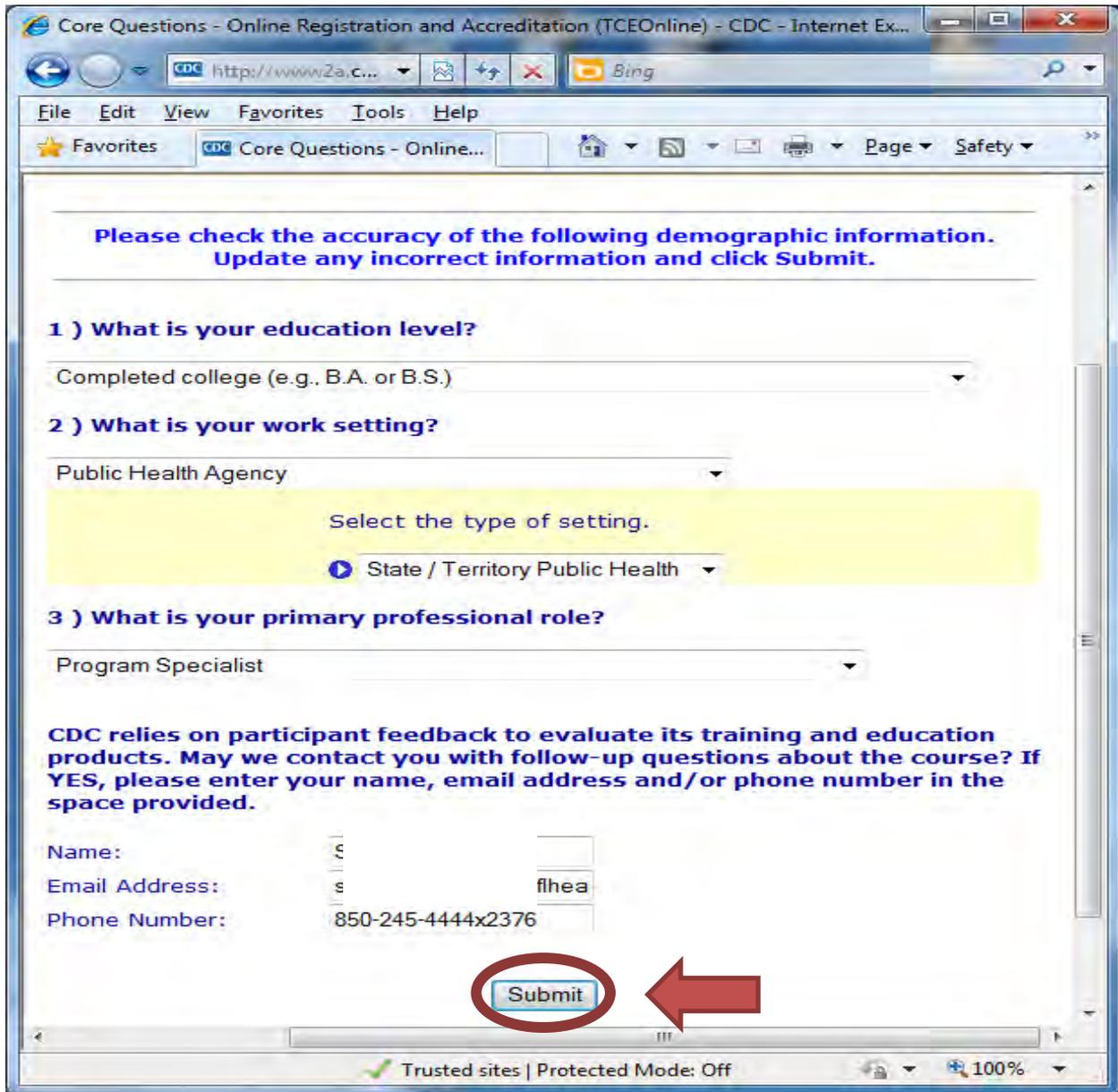


Figure 10



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?
Completed college (e.g., B.A. or B.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?
Program Specialist

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: _____
Email Address: _____ flhea
Phone Number: 850-245-4444x2376

Submit

Figure 11



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

Click **Evaluations and Tests**.

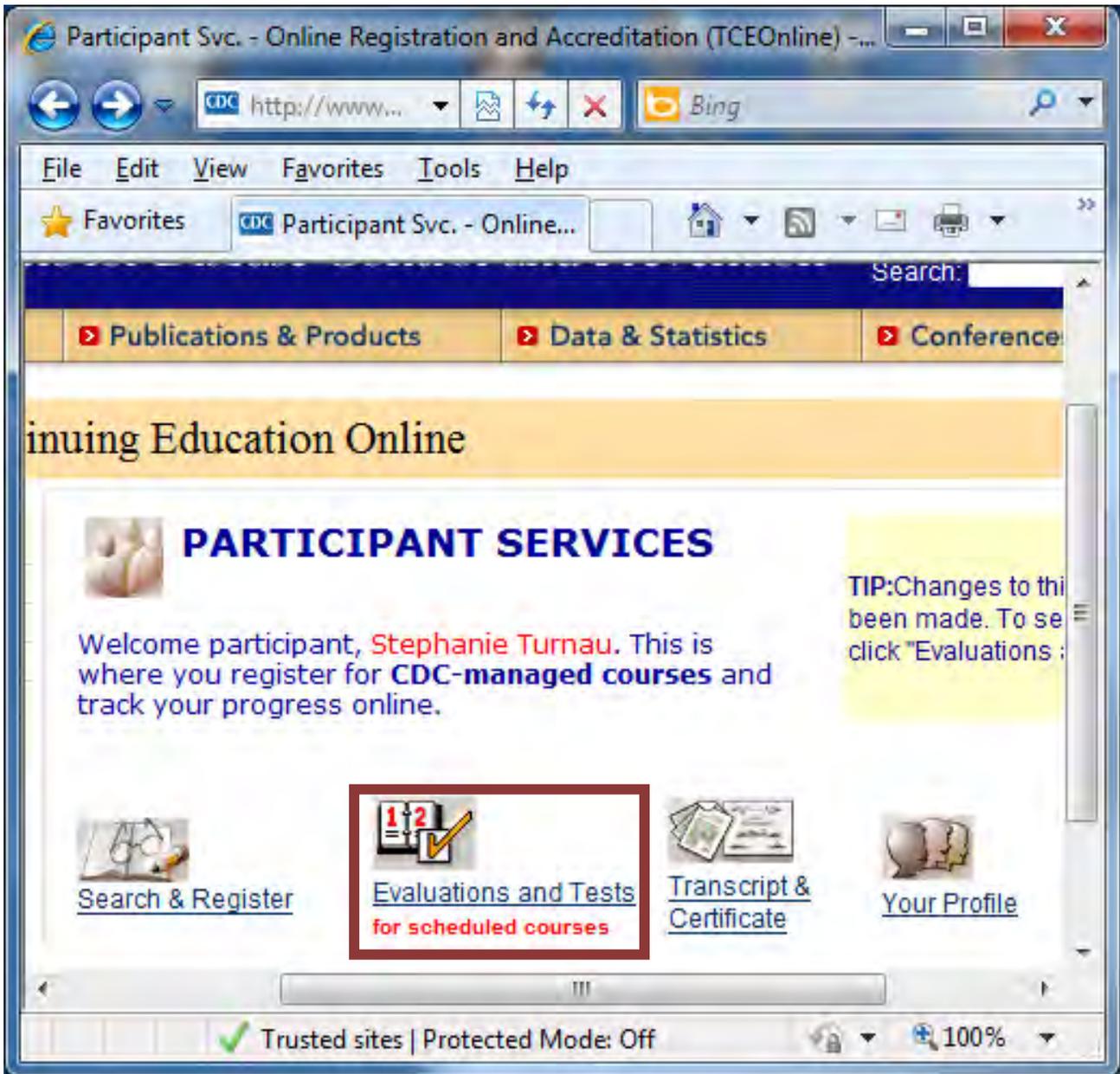


Figure 12



Select **Self-Study Courses** (Fig. 13).

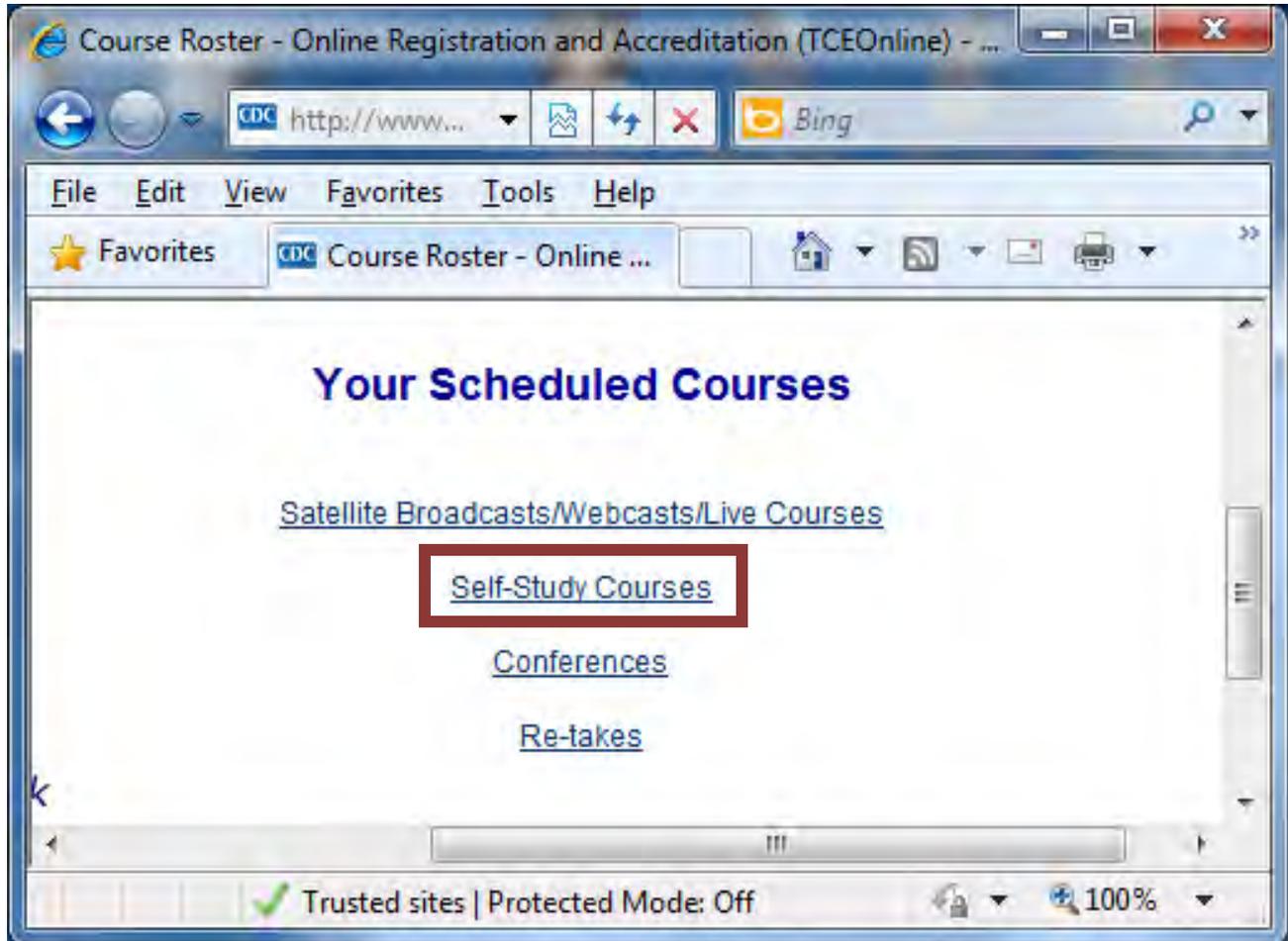


Figure 13



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

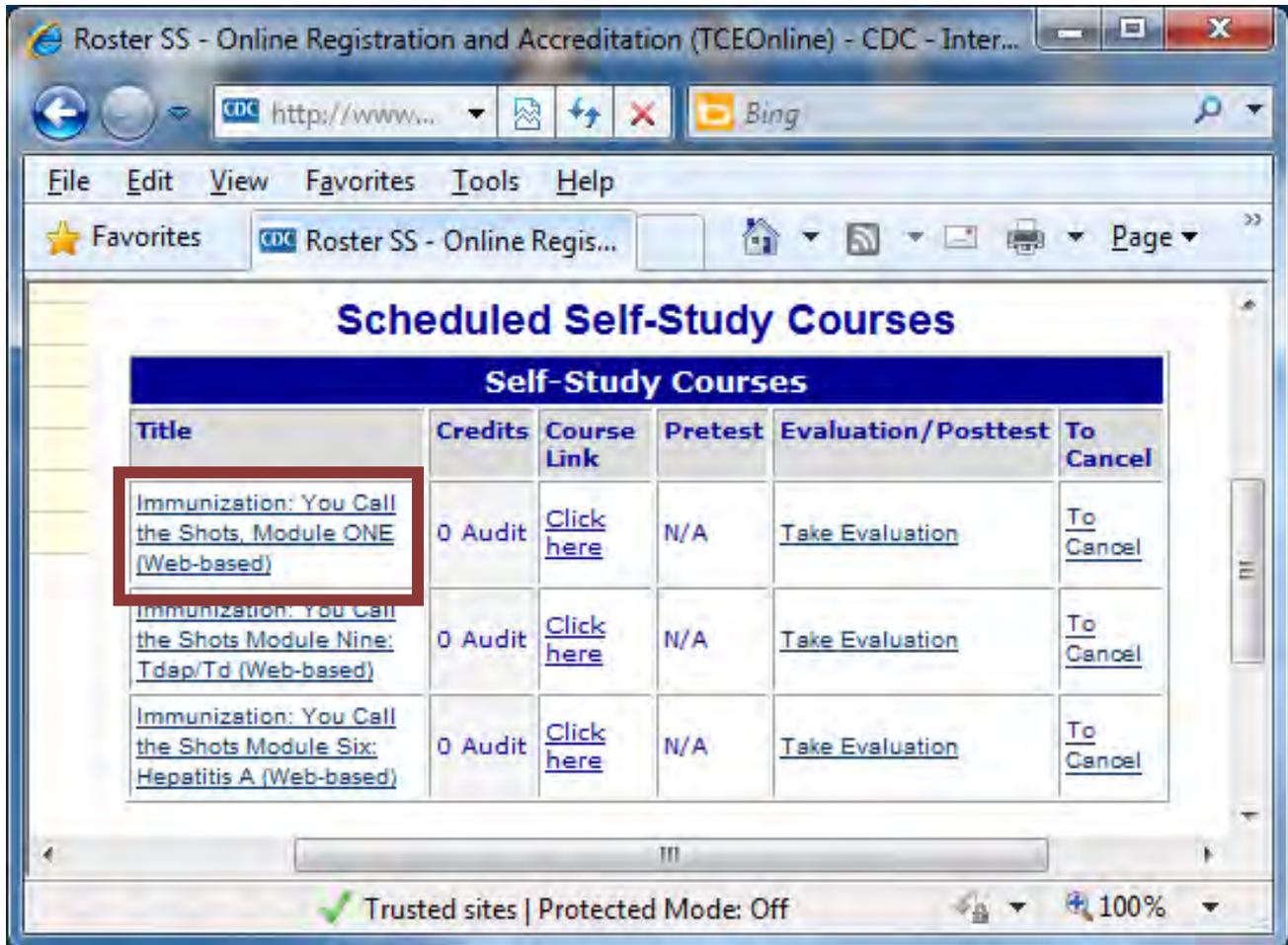


Figure 14



You will be brought back to the main page.

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

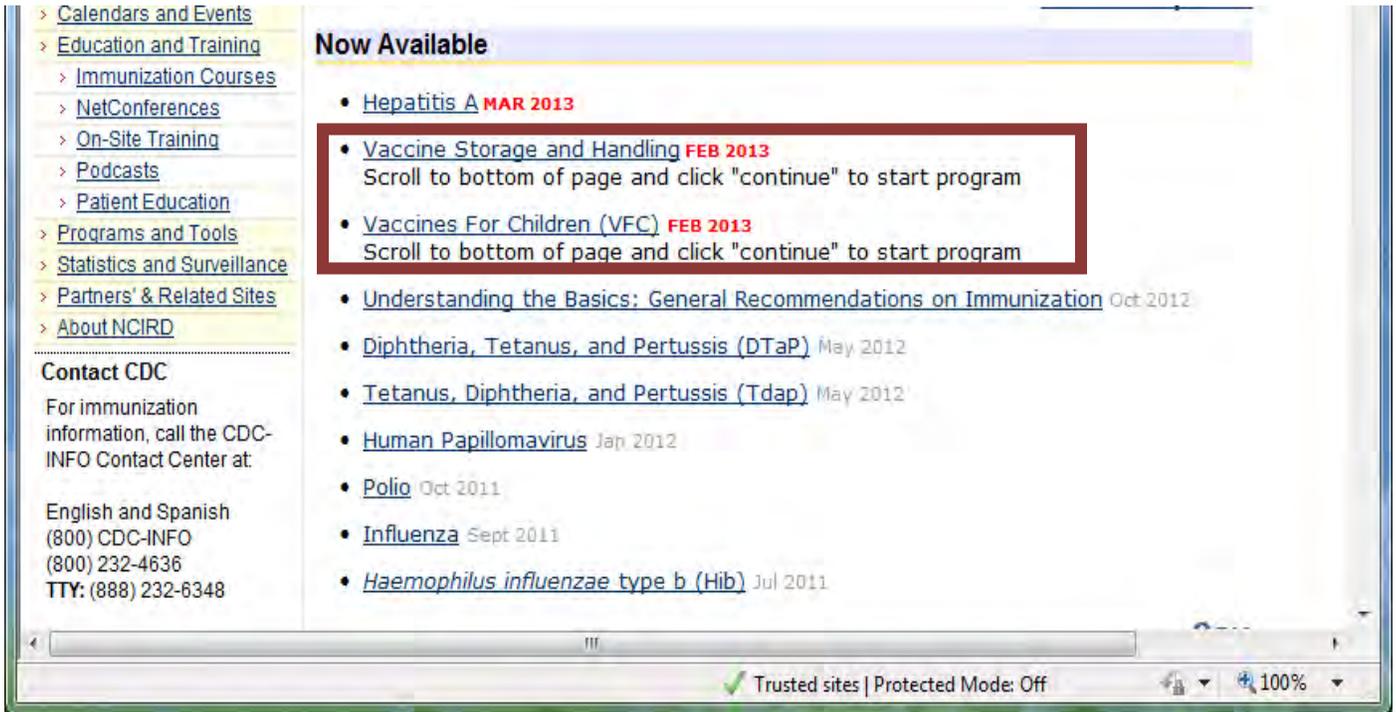


Figure 15



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

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

From here:

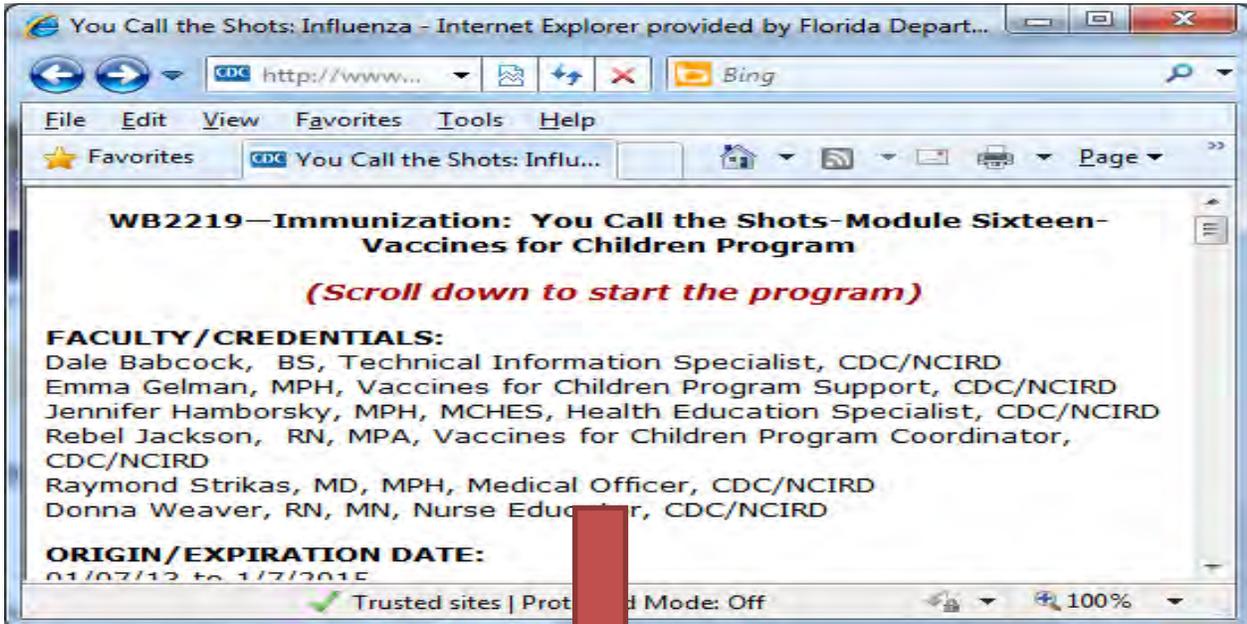


Figure 16

To here:

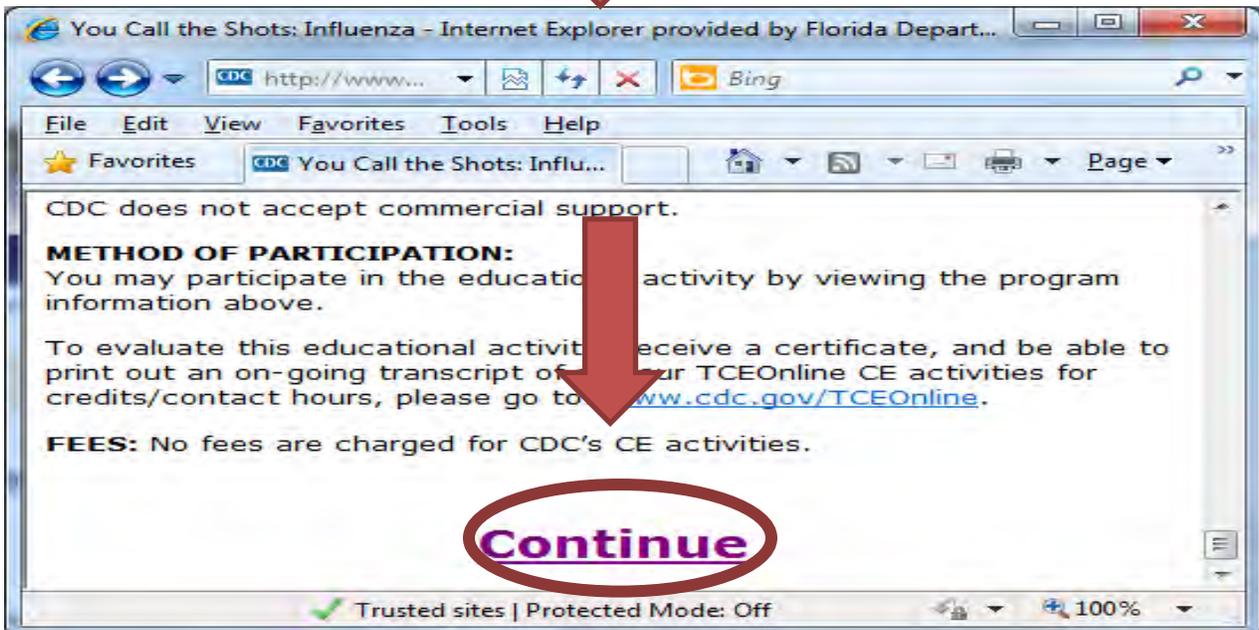


Figure 17



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

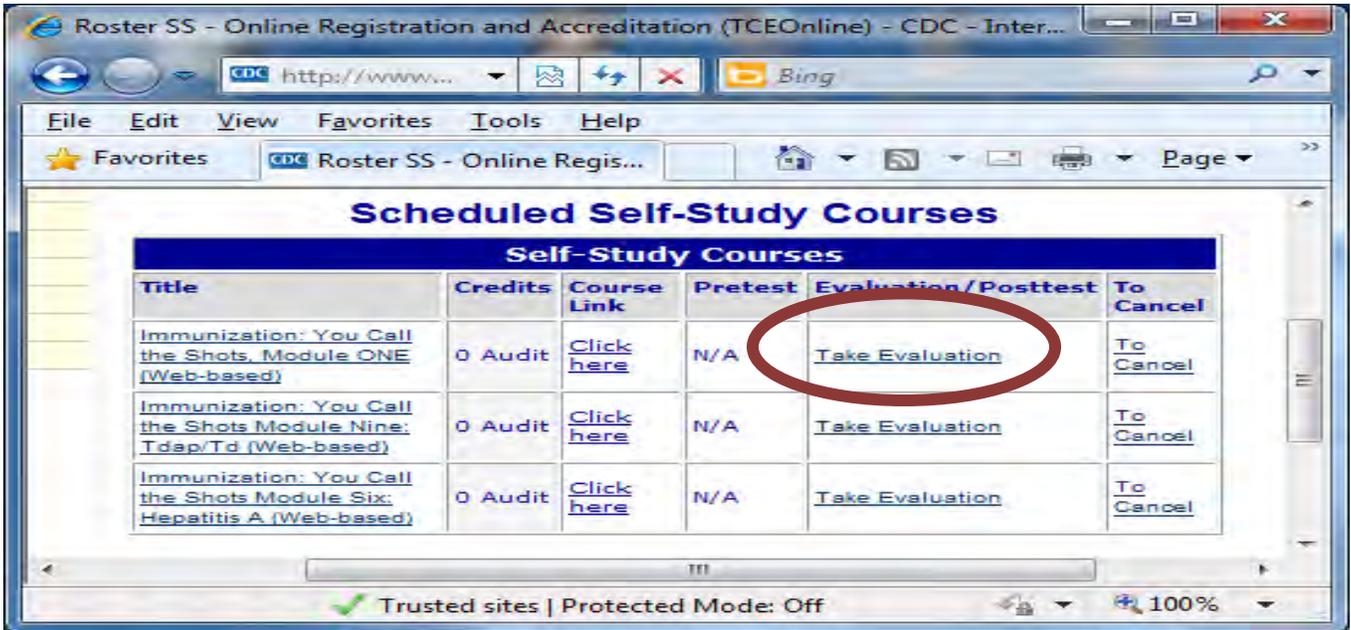


Figure 18

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



Figure 19



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

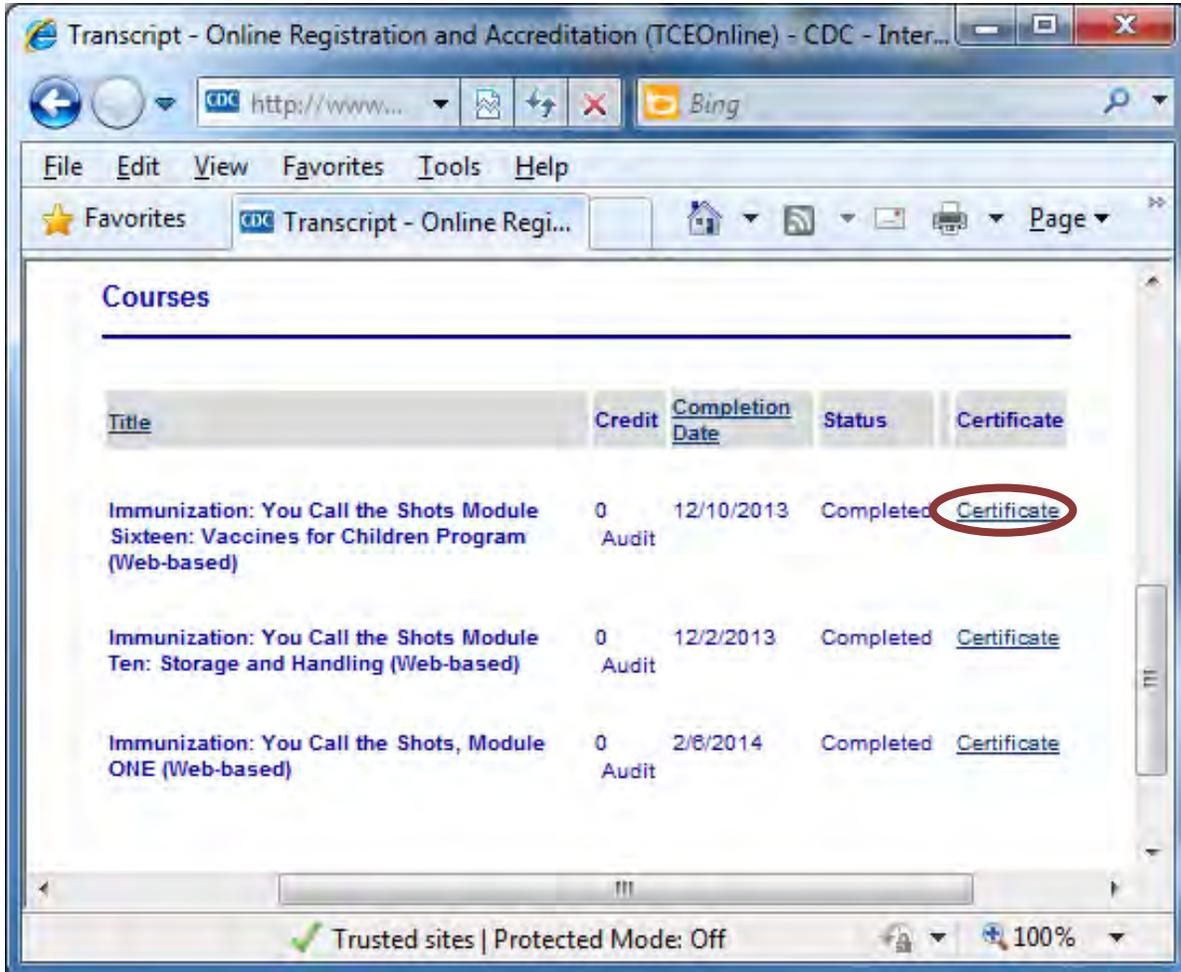
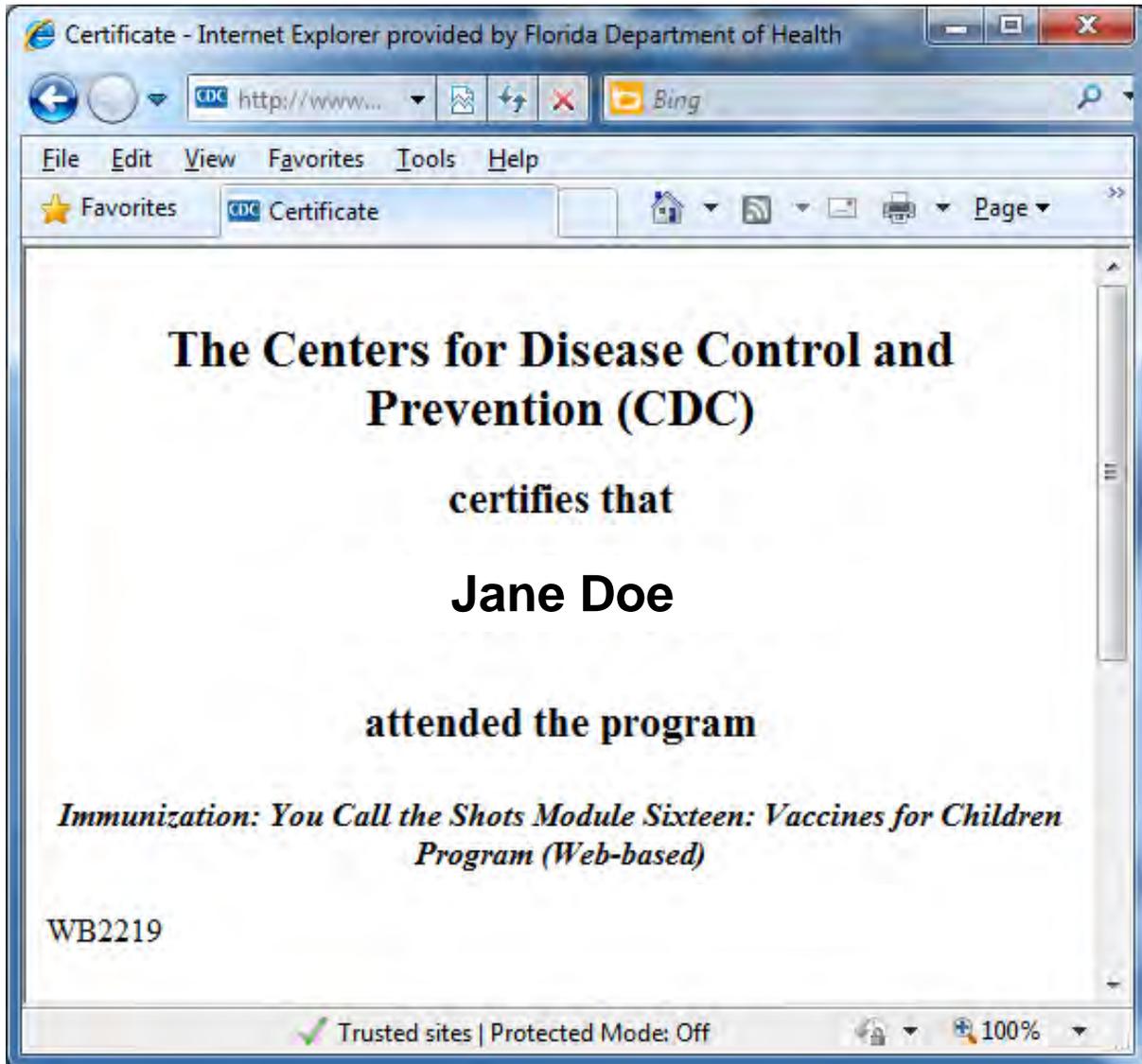


Figure 20





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.](#)

