

How do I receive continuing education (CE) units, contact hours, or credits for a course?

1. Log in or create a new account in TRAIN.
2. Visit the **Course Catalog** in the top menu to find the course or use the search box in the top menu. You can search by keyword or course ID.
3. Locate and click the title of the course.
4. Review the information in the course details and click the green **Register** button (located to the right under the title for web-based, and under the Sessions tab for live-events).
5. If prompted, enter the **Registration Code**. (Hint: these codes are provided by the course instructor or may be found in the course materials).
6. Choose the type of continuing education you'd like to earn. You can select more than one.
7. Click the green **Launch** button. A new window or browser tab will open with the course content.
8. Once you have completed the course, return to the course details page in TRAIN. You can access the course details page from **Your Learning** in the top menu (you will need to be logged in). If prompted, click the **Mark Completed** button on the course details page.
9. You will be prompted to complete the post-assessment. If you don't pass the post-assessment on the first attempt, you will have only one opportunity to retake it.
10. After completing the post-assessment, you will be prompted to take the course evaluation. Complete the evaluation.
11. Return to the course details page to download your certificate. You can also access your certificate on the **Your Certificates** tab or **Your Transcript** tab under **Your Learning** in the top menu.