

9 Simple Steps to Get Your Continuing Education (CE)

For a Course

1. After completing a course, login or create a new account on TCEO (www.cdc.gov/GetCE).
2. Visit [Search Courses](#) to find the course.
3. Scroll down and click on the title of the course.
4. Review the information on the Course Summary page and click Continue.
5. If prompted, enter in the Course Code or Verification Code in the Course Access Code box. (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. Under Pending CE on the [My Activities](#) page, click on the course Evaluation and complete it. You will be returned to the My Activities page.
8. Under Pending CE, click on the posttest and complete it. If you don't pass the posttest, you will have one opportunity to retake it.
9. Visit the Completed CE section of the [My Activities](#) page to download your certificate.



For a Conference

1. After attending a conference, login or create a new account on TCEO (www.cdc.gov/GetCE).
2. [Search](#) for the conference you attended.
3. Scroll down and click on the title of the course.
4. Review the information on the Course Summary page and click Continue.
5. Enter in the Course Code provided at the conference in the Course Access Code box and click Continue.
6. Choose the type of continuing education you'd like to earn. You can select more than one.
7. Select the sessions of the conference that you attended. At the top of the page click Save Selections.
8. Under Pending CE, complete the Evaluation for each session you attended and then complete the Entire Conference Evaluation.
9. Visit the Completed CE section of the [My Activities](#) page to download your certificate.

Questions? Check out the TCEO [Frequently Asked Questions](#) or [Contact TCEO](#).

