

## Step by Step Instructions on How to Claim your Continuing Education

1. After attending the training or completing a course you should receive a follow up email with instructions on how to receive Continuing Education (CE) and download the CE certificate.

In the body of the CE instructional email you will receive instruction and hyperlinks on how to get started.

### Example:

Thank you for joining Session 1-*Hepatitis C: Epidemiology, Natural History & Diagnosis* of our Hepatitis C Clinical Training Series with Dr. Wolf. A link to the recording and slides can be found on our website <https://empireliverfoundation.org/hvc-training/>.

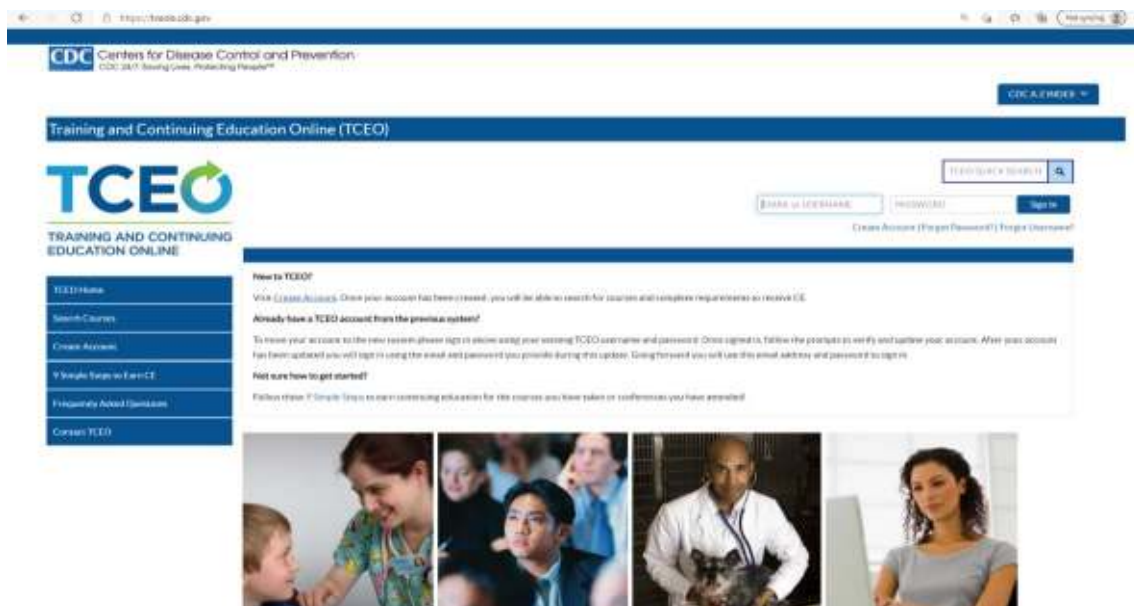
### Instructions for Obtaining Continuing Education (CE)

In order to receive continuing education (CE) for **WC4298-042921 - Hepatitis C Clinical Provider Training Series: Hepatitis C: Epidemiology, Natural History & Diagnosis - New York, NY - April 29, 2021 (Webcast)** please visit TCEO and follow these 9 Simple Steps before **May 31, 2021**.

The course access code is emailed after completion of the 1-hour webinar. Remember the course access code is case-sensitive.

Please note that the TCEO information will change 30 days after the date of the LIVE CE event. While you can still claim your CE, please email Meg Chappell at [megchappell@empireliverfoundation.org](mailto:megchappell@empireliverfoundation.org) for assistance.

2. Go to [Training and Continuing Education Online \(TCEO\)](#).



The screenshot shows the CDC Training and Continuing Education Online (TCEO) website. The header includes the CDC logo and the text "Centers for Disease Control and Prevention". Below the header is a navigation menu with "TCEO" highlighted. The main content area has a search bar and a "Log In" button. The main text area contains instructions for new and existing users. Below the text are four small images showing healthcare professionals interacting with patients.

**How to TCEO?**  
Visit [CDC/CE/ACCESS](#). Once your account has been created, you will be able to search for courses and complete requirements to receive CE.

**Already have a TCEO account from the previous system?**  
To reuse your account to the new system, please sign in above using your existing TCEO username and password. Once signed in, follow the prompts to verify and update your account. After your account has been updated, you will sign in using the email and password you provide during this update. Going forward you will use this email address and password to sign in.

**Not sure how to get started?**  
Follow these 9 Simple Steps to earn continuing education for the courses you have taken or conferences you have attended.

3. Click [HERE](https://tceols.cdc.gov/Account/Registration) to create a new TCEO account. You can also copy and paste this into your internet browser:  
<https://tceols.cdc.gov/Account/Registration>

Training and Continuing Education Online (TCEO)

# TCEO

Create Account

Action Approved  
OMB No: 0910-0017  
Exp. Date: 04/30/2022

TRAINING AND CONTINUING EDUCATION ONLINE

For information on how we protect your privacy, please refer to our [Frequently Asked Questions](#)

Items with a red asterisk (\*) are required.

## Create Sign In

Your email address will become your username.

Please remember your email and password for future use.

- \* Email:
- \* Confirm email:
- \* Password:
- \* Confirm password:

**Password Criteria:**  
Password must be at least 8 characters, and must contain at least one character from each of these categories:

- \* Upper case letter
- \* Number
- \* Special character

\*\*\*\*\*12345678\*\*

Do you wish to be notified by email of upcoming CDC training events or educational opportunities?  
 Yes  No

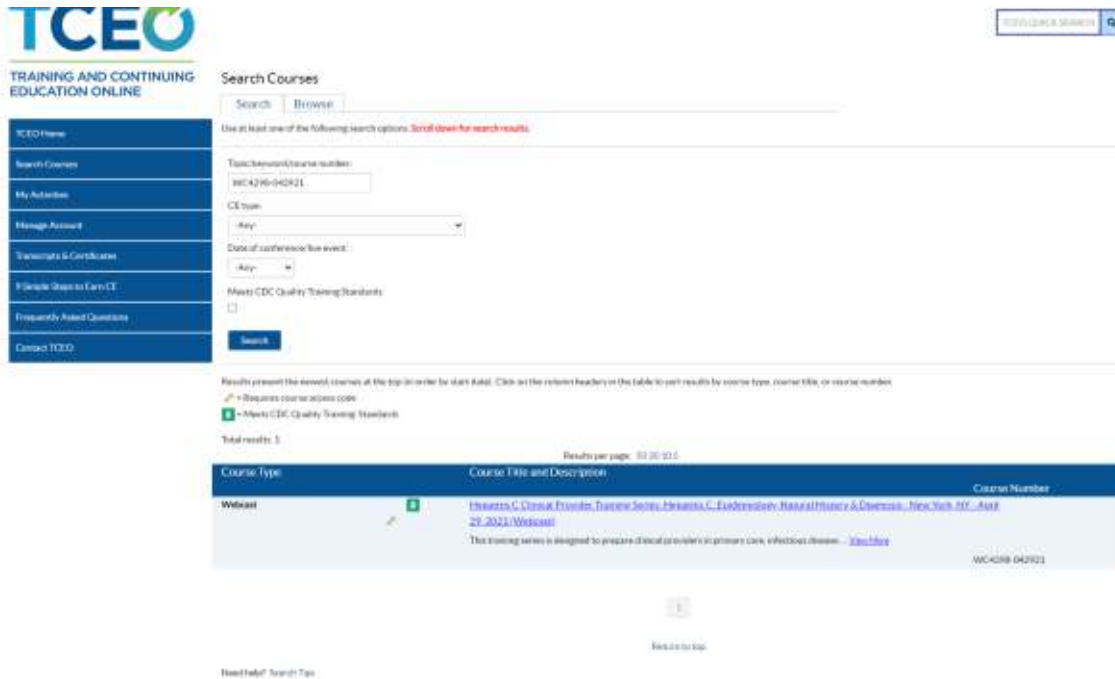
## Your Profile

- \* First name:
- Middle initial:
- \* Last name:
- \* Address:

- Log into your TCEO account. Go to “Search Courses” on the left side of the page. Enter your course information provided in your CE instructional email.

### EXAMPLE of TCEO COURSE SEARCH:

You can search by entering the Course Number, or Course Title.

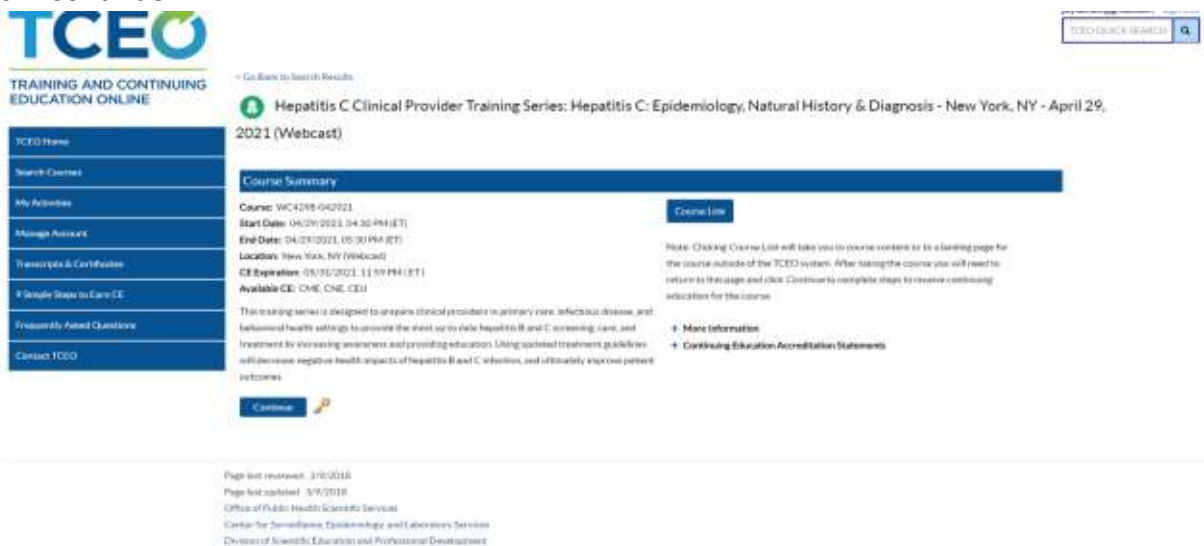


Course Number: **“WC4298-042921”**

Course Title: **“Hepatitis C Clinical Provider Training Series: Hepatitis C: Epidemiology, Natural History & Diagnosis - New York, NY - April 29, 2021 (Webcast) ”**

Enter the course access code provided in CE instructional email.

- Scroll down to search for the course of interest. Click on hyperlink. 5. You will see a Course Summary, Click “Continue”.



2. Enter Course Access Code provided to you in your CE instructional email. Please remember the access code is case sensitive.

TCEO TRAINING AND CONTINUING EDUCATION ONLINE

Go Back to Search Results

Hepatitis C Clinical Provider Training Series: Hepatitis C: Epidemiology, Natural History & Diagnosis - New York, NY - April 29, 2021 (Webcast)

Course Summary

Course: WC4298-042921  
Start Date: 04/29/2021, 04:30 PM (ET)  
End Date: 04/29/2021, 05:30 PM (ET)  
Location: New York, NY (Webcast)  
CE Expiration: 05/31/2023, 11:59 PM (ET)  
Available CE: CME, CNE, CEU

Course Link

Note: Clicking Course Link will take you to course content or to a landing page for the course outside of the TCEO system. After taking the course you will need to return to this page and click Continue to complete steps to receive continuing education for the course.

+ More Information  
+ Continuing Education Accreditation Statements

This training series is designed to prepare clinical providers in primary care, infectious diseases, and behavioral health settings to provide the most up-to-date Hepatitis B and C screening, care, and treatment by increasing awareness and providing education. Using updated treatment guidelines will decrease negative health impacts of hepatitis B and C infections, and ultimately increase patient outcomes.

Course Access Code

Continue

Page last reviewed: 3/9/2018  
Page last updated: 3/9/2018  
Office of Public Health Scientific Services  
Center for Surveillance, Epidemiology, and Laboratory Services  
Division of Scientific Education and Professional Development

3. Select CE for your Course. (CME, CNE, CEU, CPH) and offer any additional information for credits. Click “Save and continue”.

WC4298-042921 - Hepatitis C Clinical Provider Training Series

Select CE for Your Course

Select your continuing education type. You may select more than one. Depending on the type of CE you select, you may be prompted to provide additional information.

1 CME (physician)  
 1 CNE (nurse)  
 0.1 CEU (other professionals)

Save and Continue

Information you provided to register for CE for this course may require you to update your account in TCEO. Go to Manage Account to make sure the information is up to date.

Back to Course Summary Page

4. Scroll down to “Pending CE”

This page is where you can see your CE activities in progress, under Pending CE, and review those that are completed under Completed CE.

Stream CE for courses

- Under Pending CE, click on the course Evaluation and complete it.
- Click on the Posttest and complete it. If you don't pass the Posttest, you will have one opportunity to retake it.
- Return to the Completed CE section of the My Activities page to download your certificate.

Stream CE for conferences

- Complete the evaluation for each session you attended and the Entire Conference evaluation.
- Return to the Completed CE section of the My Activities page to download your certificate.

If you completed all requirements to earn CE, you can select the course again to change your enrollment.

Pending CE

| Request Enrollment  | Request   |
|---|---|
| Course CE   |   |
| (WC4298-042921)   |   |
| Hepatitis C Clinical Provider Training Series: Hepatitis C: Epidemiology, Natural History & Diagnosis - New York, NY - April 29, 2021 (Webcast) |   |
| Enrollment  | Requested by 5/01/2023                            |
| Posttest  | Required. Available after evaluation is complete. |

1 CME

5. Find your course and click “Evaluation”.

6. Complete the evaluation and click “Submit Evaluation”.

7. Once your evaluation is completed, Click “PostTest”. You must complete the test with a minimum passing score specified (Passing score can vary from 50% to 75% depending on the course).

Training and Continuing Education Online (TCEO)

**Pending CE**

Adjust Enrollment  
Cancel CE

(WC4298-042921)

Hepatitis C Clinical Provider Training Series - Hepatitis C: Epidemiology, Natural History & Diagnosis - New York, NY - April 29, 2021 (Webcast) 1 CME

Evaluation: **Complete**  
Posttest: Required by 5/31/2021

8. Complete PostTest and Click “Submit.”

Training and Continuing Education Online (TCEO)

**TCEO**  
TRAINING AND CONTINUING EDUCATION ONLINE

WC4298-042921 - Posttest - Hepatitis C Clinical Provider Training Series: Hepatitis C: Epidemiology, Natural History & Diagnosis - New York, NY - April 29, 2021 (Webcast)

Download CME Certificate  
Minimum passing score: 60%  
Your Score: 100%

TCEO Home  
Search Courses

Incorrect Answer  
Correct Answer

9. You will immediately get your posttest score and Click “Close.” Please note that if you did not pass the posttest on your first attempt, some courses allow for multiple attempts to achieve a passing score. However, some posttest will specify that is limited attempts for session permitted.

10. If you pass the post-test, you will see the CE credit under “Completed CE”.

Training and Continuing Education Online (TCEO)

**TCEO**  
TRAINING AND CONTINUING EDUCATION ONLINE

My Activities

Welcome, Jay Carabe

This page is where you can track your CE activities in progress, under Pending CE, and review those that are completed, under Completed CE.

To earn CE for courses:

- Under Pending CE, click on the course Evaluation and complete it.
- Click on the Posttest and complete it. If you don't pass the Posttest, you will have one opportunity to retake it.
- Return to the Completed CE section of the My Activities page to download your certificate.

To earn CE for conferences:

- Complete the evaluation for each session you attended and the Entire Conference evaluation.
- Return to the Completed CE section of the My Activities page to download your certificate.

If you completed all requirements to earn CE, you can select the course again to change your enrollment.

**Pending CE**

Search courses or sign up for CE

**Completed CE**

(WC4298-042921) 3/3/2021 1 CME

Hepatitis C Clinical Provider Training Series - Hepatitis C: Epidemiology, Natural History & Diagnosis - New York, NY - April 29, 2021 (Webcast)

Download Certificate