How to take the "Applying Best Practices for Reporting Medical and Health information on Birth Certificates" course and print the required certificate.

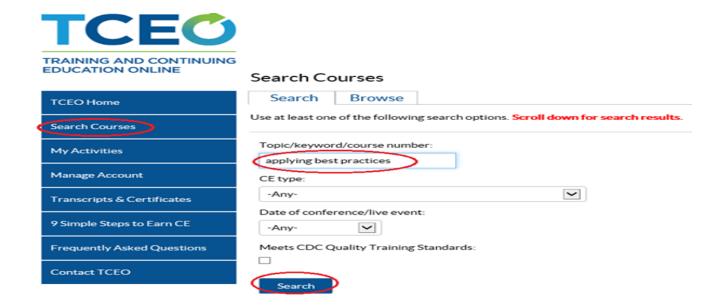
Create your account with Training and Continuing Education Online, TCEO, at the following website:

https://tceols.cdc.gov/home/steps



Enter the requested information to set up your account and click **Create account** at the bottom of the page. You will receive an email from TCEO. Click on the link within the email to verify your account.

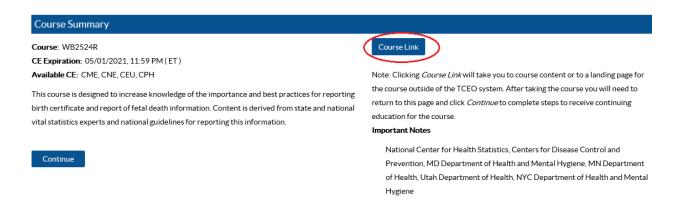
After clicking on the verify link you will be taken to the TCEO home page. Click on **Search courses** and enter "applying best practices" in the **Topic/keyword/course number** field. Then click **Search**.



Click on the link for Applying Best Practices for Reporting Medical and Health information on Birth Certificates.



Click on **Course Link** and take the online course. Once you are finished with the course, return to this page and click **Continue**.



Select a credit type and then click **Save and Continue.** This will take you to the My Activities page.

WB2524R - Applying Best Practices for Reporting Medical and Health Information on Birth Certificates (Web Based)

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.	
	1.5 CME (physicians)
	1.4 CNE (nurses)
	0.1 CEU (other professionals)
	2 CPH (public health professionals)
	Save and Continue

Scroll down to the Pending CE section and click on **Evaluation**. Answer the questions about the course and click Submit Evaluation at the bottom of the page.

Pending CE

Adjust Enrollment

Cancel CE

(WB2524R)

Applying Best Practices for Reporting Medical and Health Information on Birth Certificates (Web Based)



Required by 5/1/2021

Posttest

Required. Available after evaluation is complete.

Click on **Posttest** to take the test for the course. You must pass with 80%.

Pending CE

Adjust Enrollment

Cancel CE

(WB2524R)

Applying Best Practices for Reporting Medical and Health Information on Birth Certificates (Web Based)

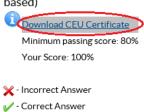




Required by 5/1/2021

Once you pass the test there will be a link to download your certificate.

WB2524R - Posttest - Applying Best Practices for Reporting Medical and Health Information on Birth Certificates (Web based)



You can also view the certificate by clicking on Transcripts & Certifications and clicking **View**.

