CEC Continuing Education Center

APHL

Help Guide

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Site Navigation

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3	Training Transcript	View a list of your programs and view your certificates
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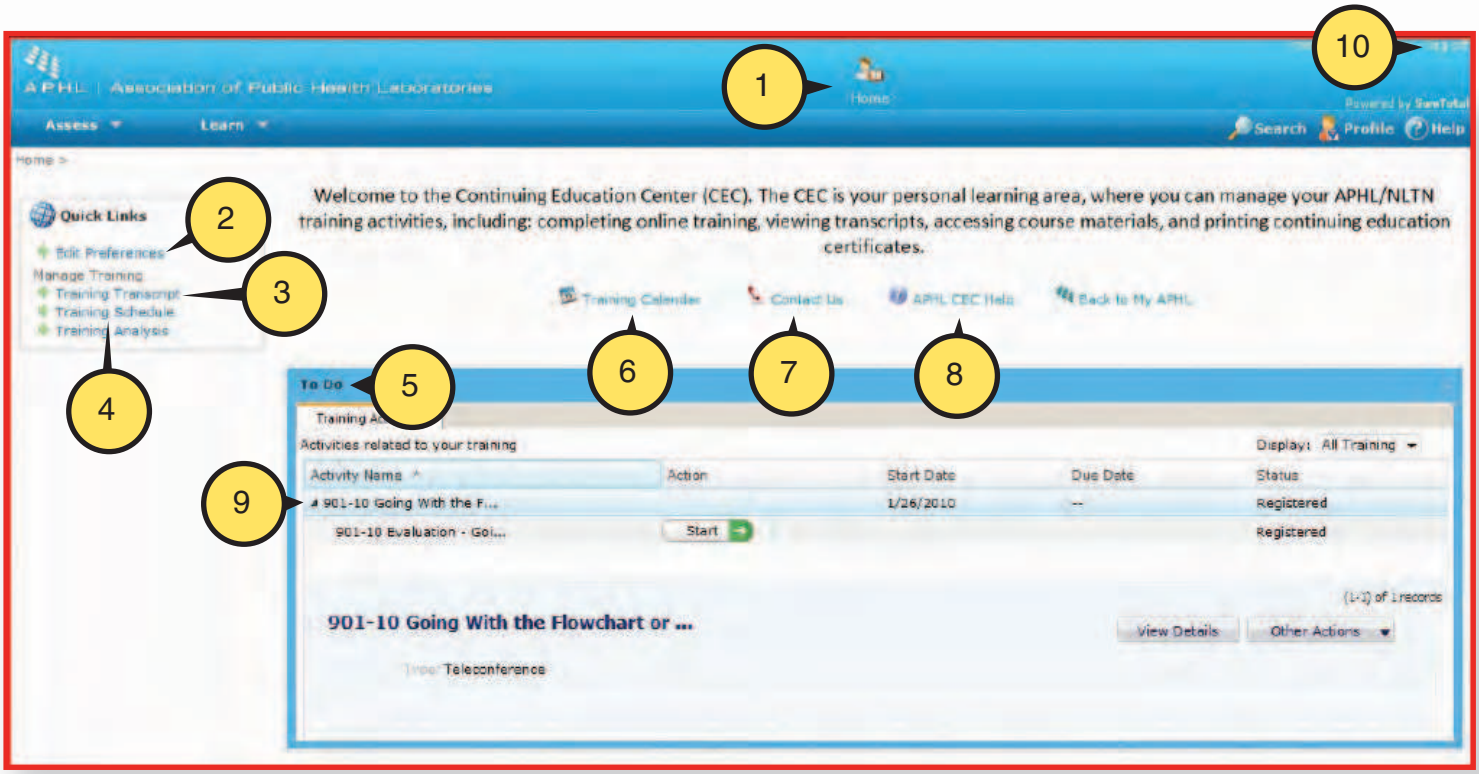
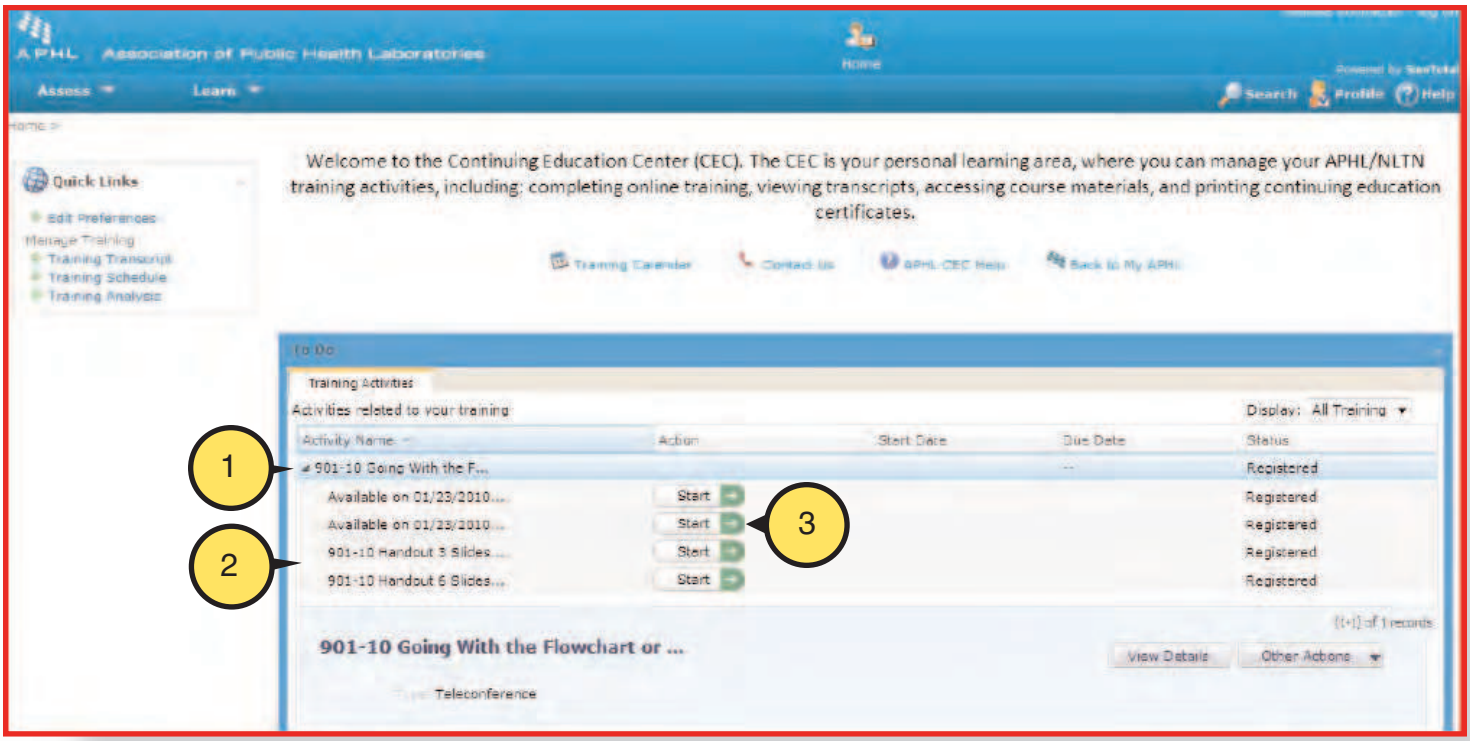
5	To Do	Lists of programs you have not completed
6	Training Calendar	Search and register for additional programs
7	Contact Us	Department of Continuing Education and Training (DCET) contact information
8	APHL CEC Help	CEC Help Guide and Frequently Asked Questions
9		Click on this icon to view all materials and activities related to a course
10	log off	Click on Log Off to exit the CEC



Access and Complete a Program

Now that you have registered for the program and are in the Continuing Education Center (CEC), you will need to launch the program, complete the activities associated with the program, and earn your certificate.

1. From your Home Page, under the To Do section, select ◢ next to the title of the program.
2. The program opens and the associated activities display on the screen for you to access.
3. Select Start to begin the activities for the program.

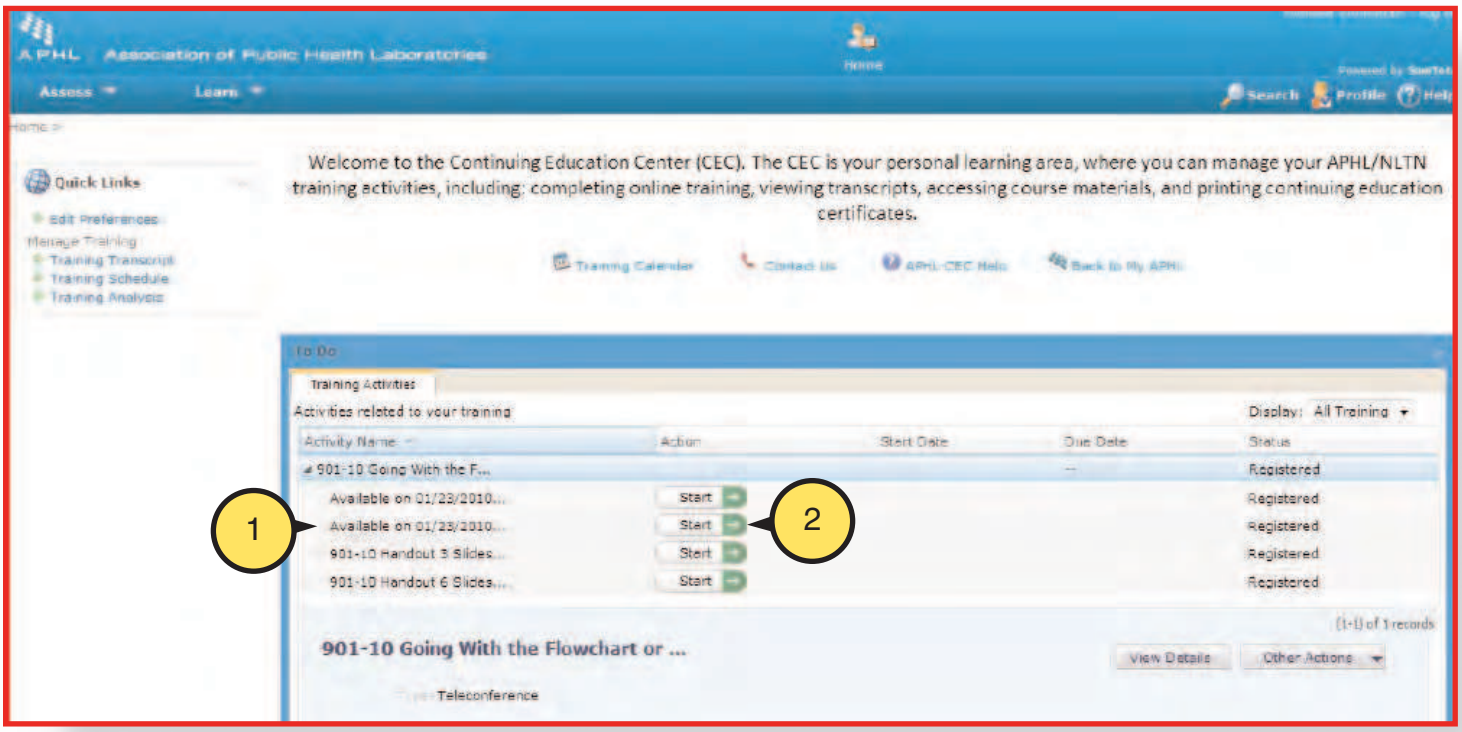


Print Handouts

A new window will open with the handouts displayed for you to download or print.

Locate the handout of interest from the list of Activities in the To Do List section.

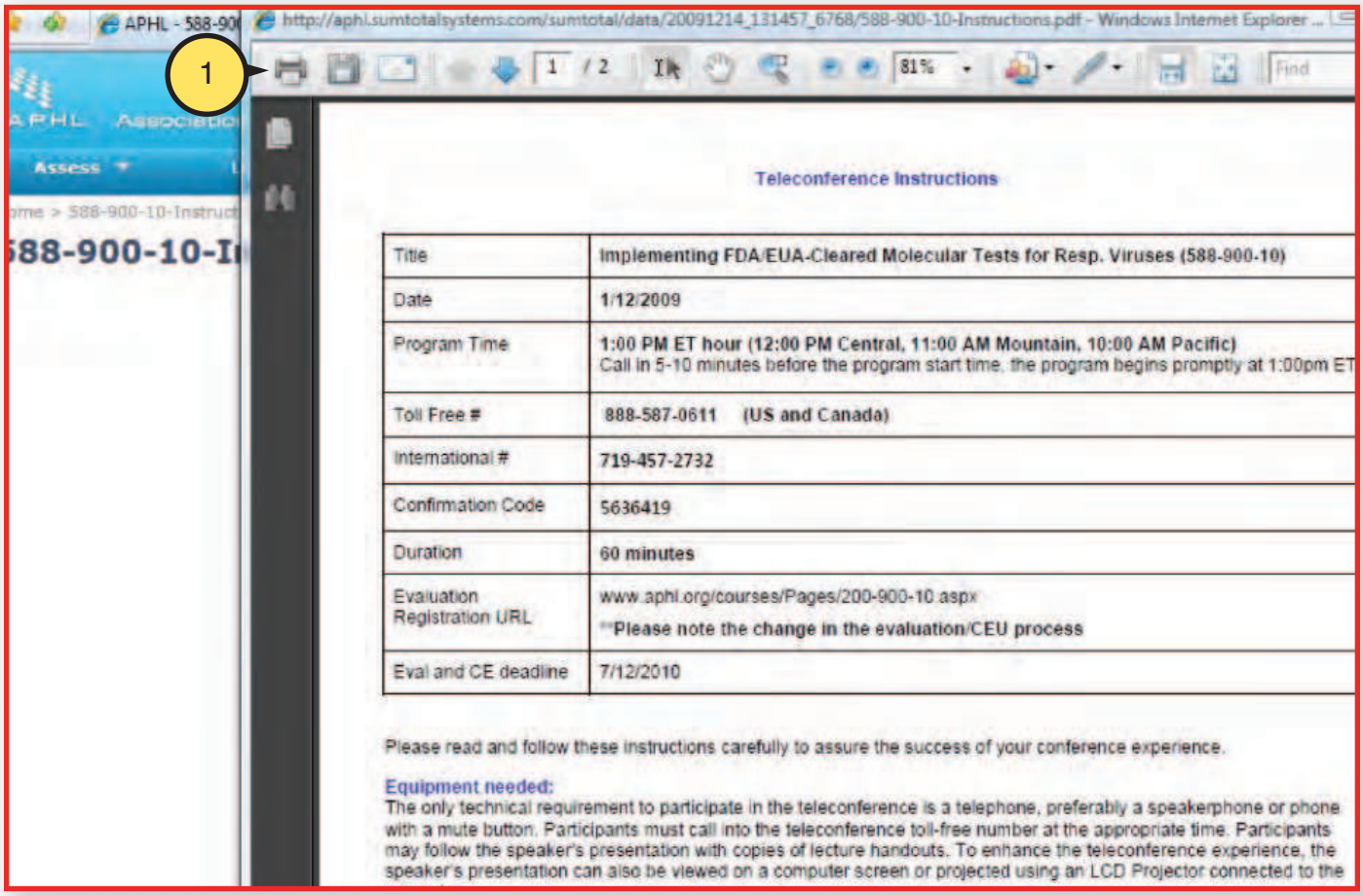
1. The handouts with "Available on" in the title are NOT ready for printing. Check back approximately 3 days before the program to access the handouts.
2. Click Start to open the handout.



Print Handouts (Continued)

A new window opens to display the handout.

1. Use to obtain a hardcopy of the material.



Print Handouts (Continued)

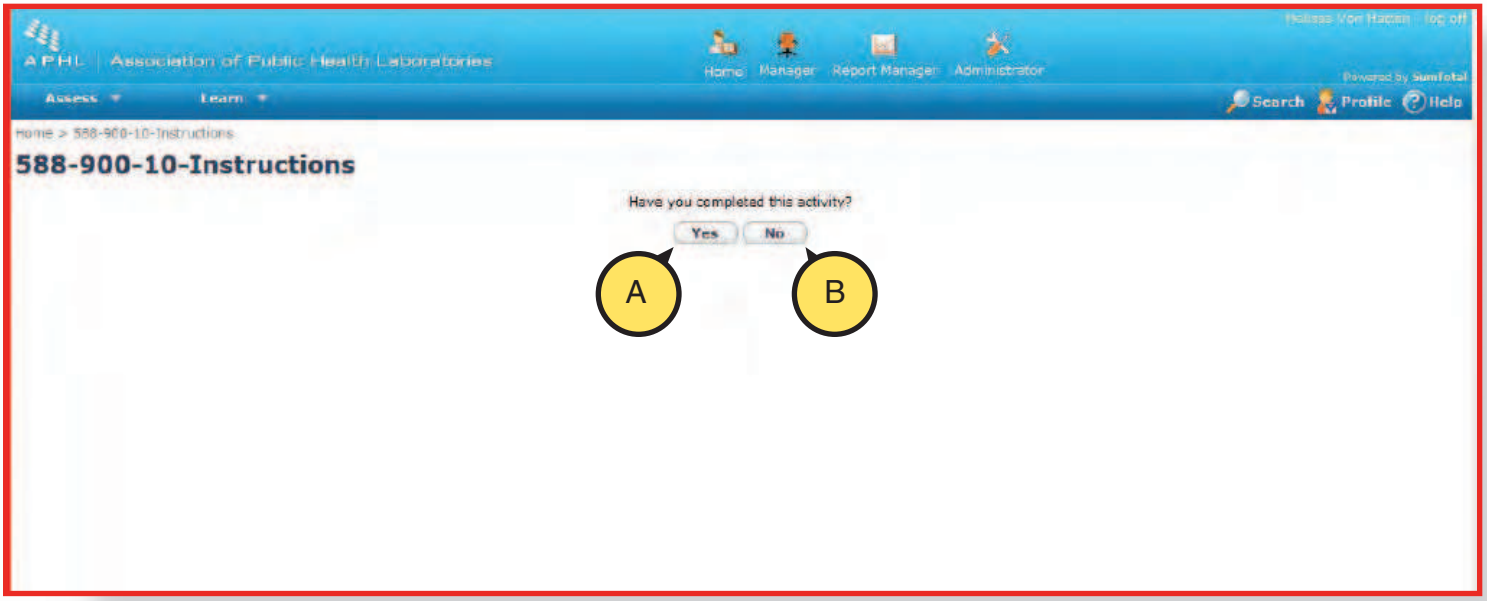
Once you close the handout, the CEC will ask you if you are finished.

A. If you are finished printing or downloading, select Yes

B. If you wish to open the handout again, select No

The Activity Detail screen displays.

Click Home to return to the To Do List section to access other activities.

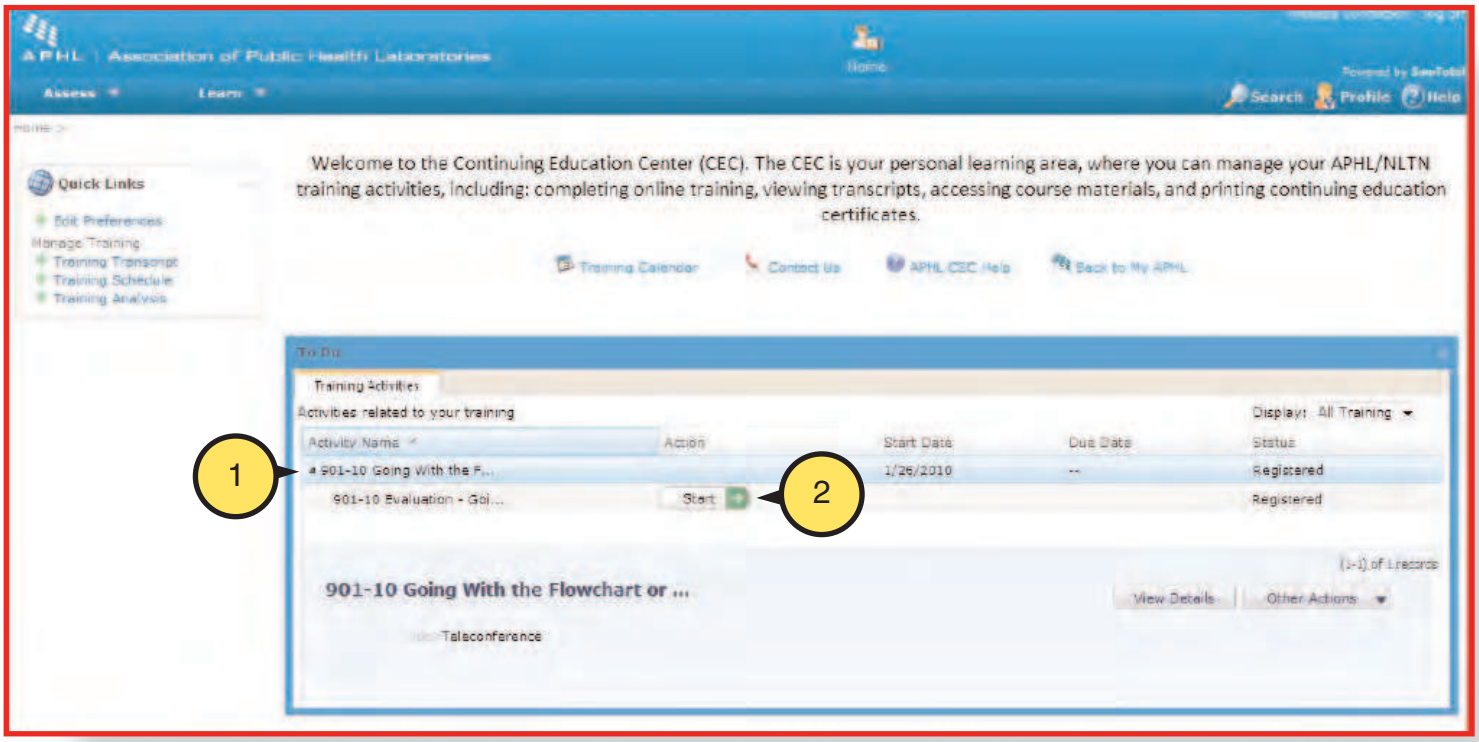


Evaluate Program

Locate the program in the To Do section.

1. Click ◢ to see the link for the Evaluation.
2. Click Start to begin the Evaluation.

A new window will appear with your Evaluation.

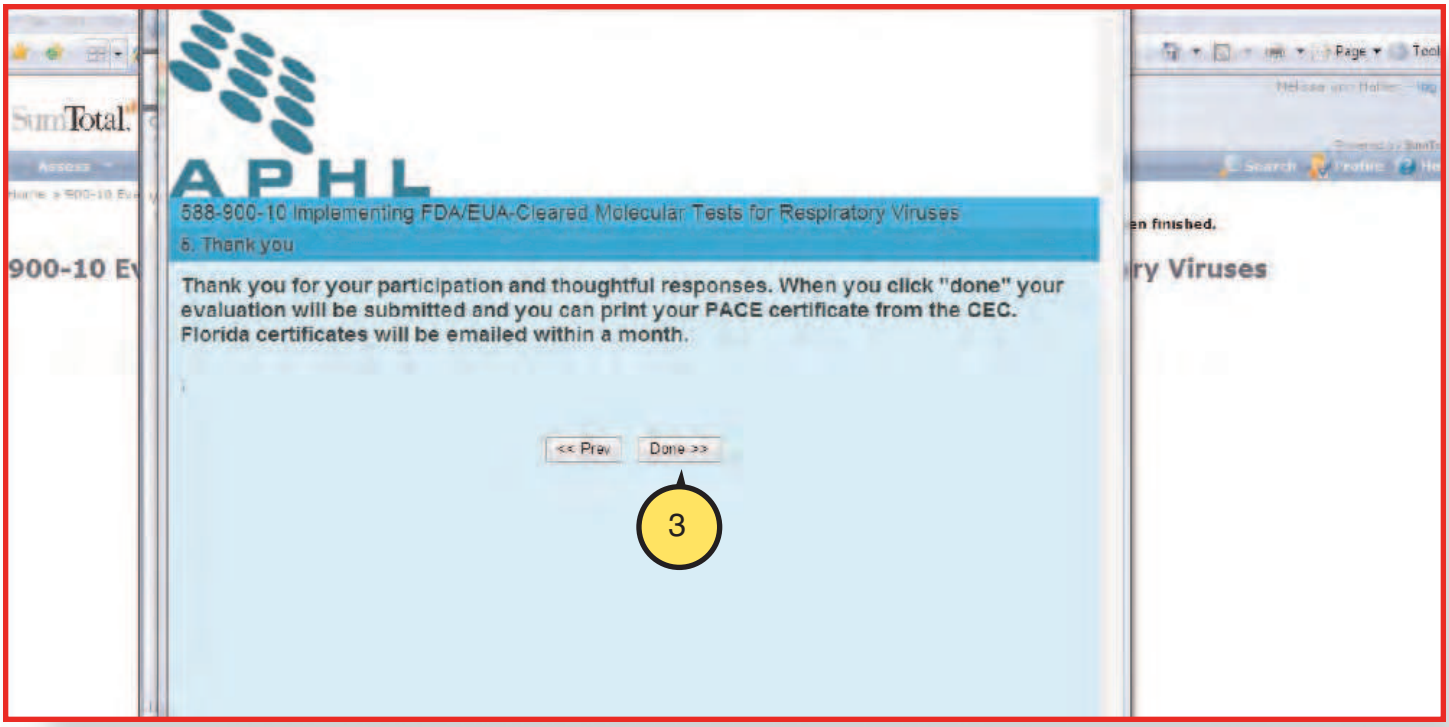


Evaluate Program (Continued)

Answer each evaluation question.

3. When you have completed all of the evaluation questions, click Done >> .

The small window closes and returns you to the CEC Evaluation screen.



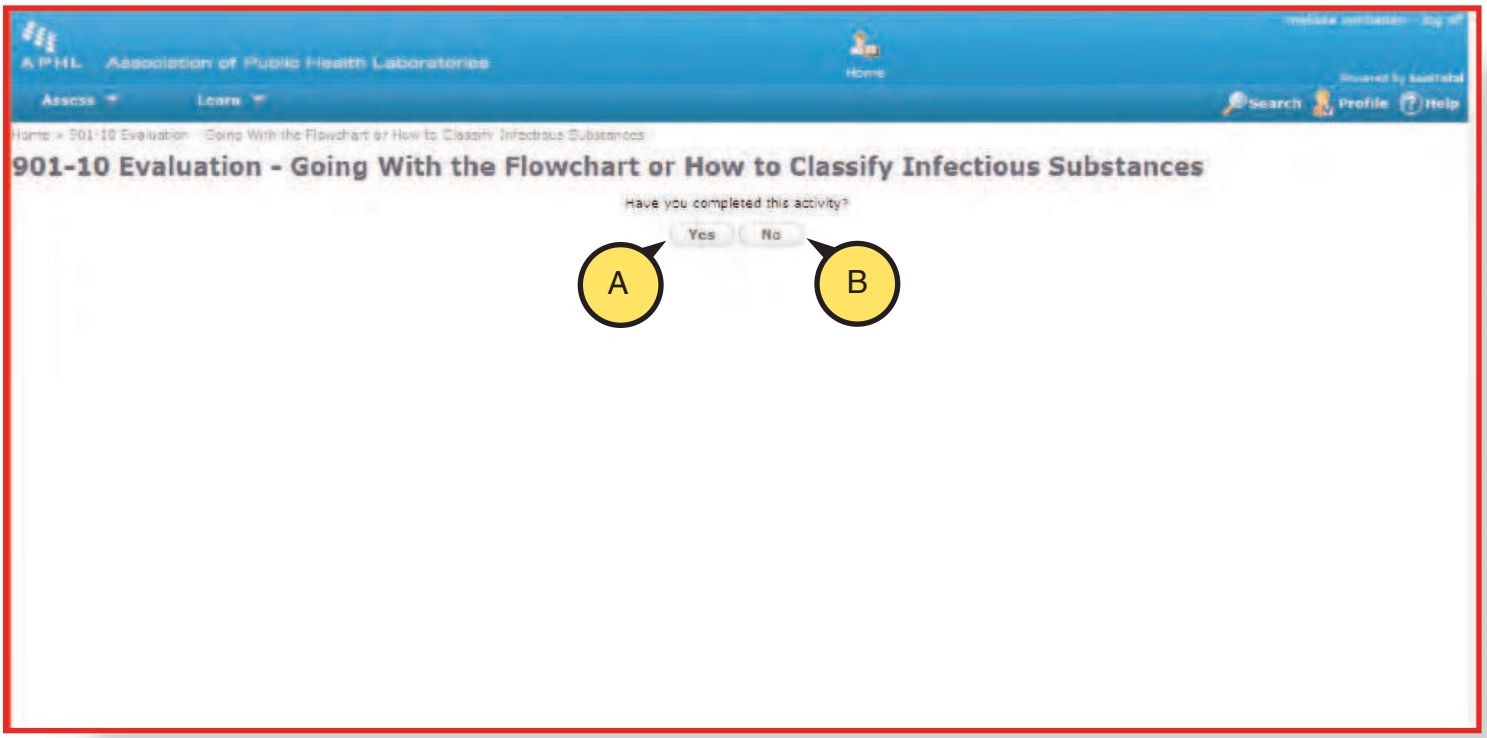
Evaluate Program (Continued)

On the CEC Evaluation screen, you will be asked if you are finished.

A. If you are finished the Evaluation, select Yes.

B. If you wish to open the Evaluation again, select No.

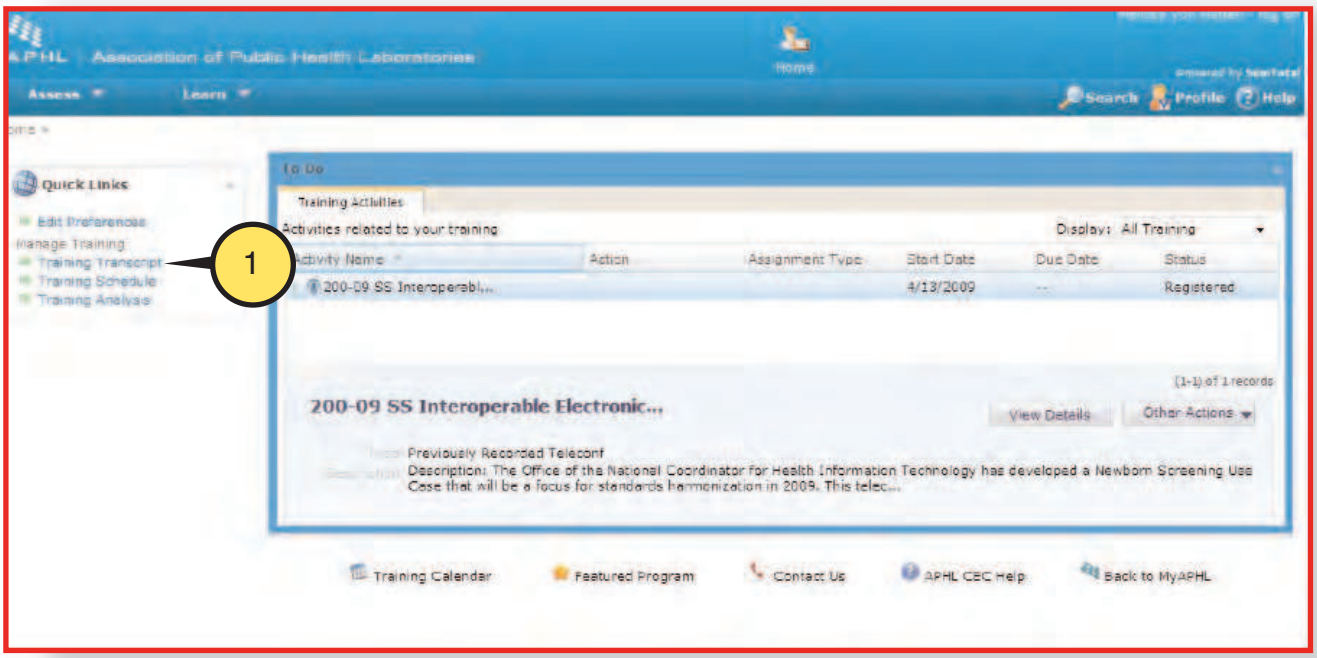
The window will close. You will return to Learning Activity Progress Detail page. Click OK.



Print Certificate

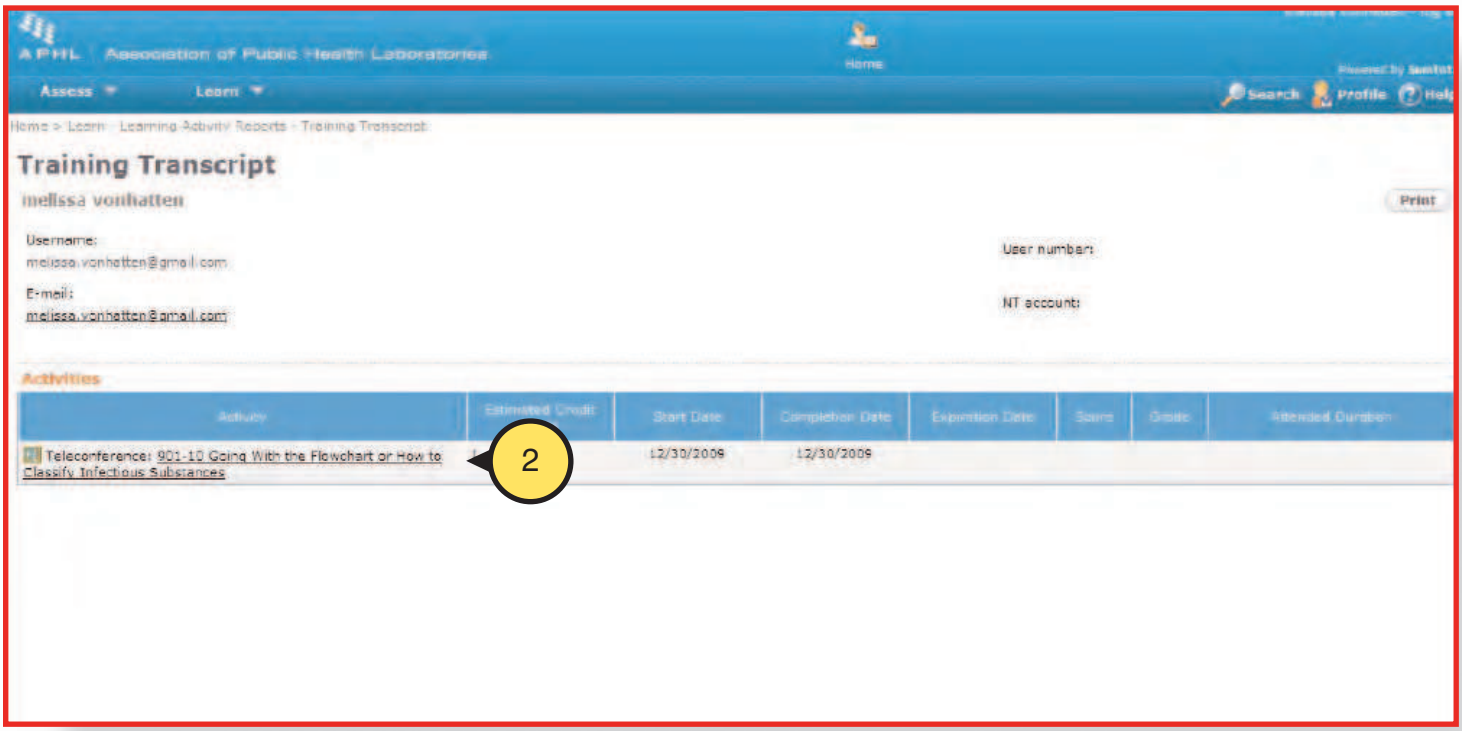
To print your certificate, go to the CEC Home Page.

1. Select Training Transcript from the Quick Links menu.



Print Certificate (Continued)

2. Select your program.



Print Certificate (Continued)

Learning Activity Progress Detail page displays the items you completed for the program.

Next to the program name is displayed when all course activities are completed.

3. Click

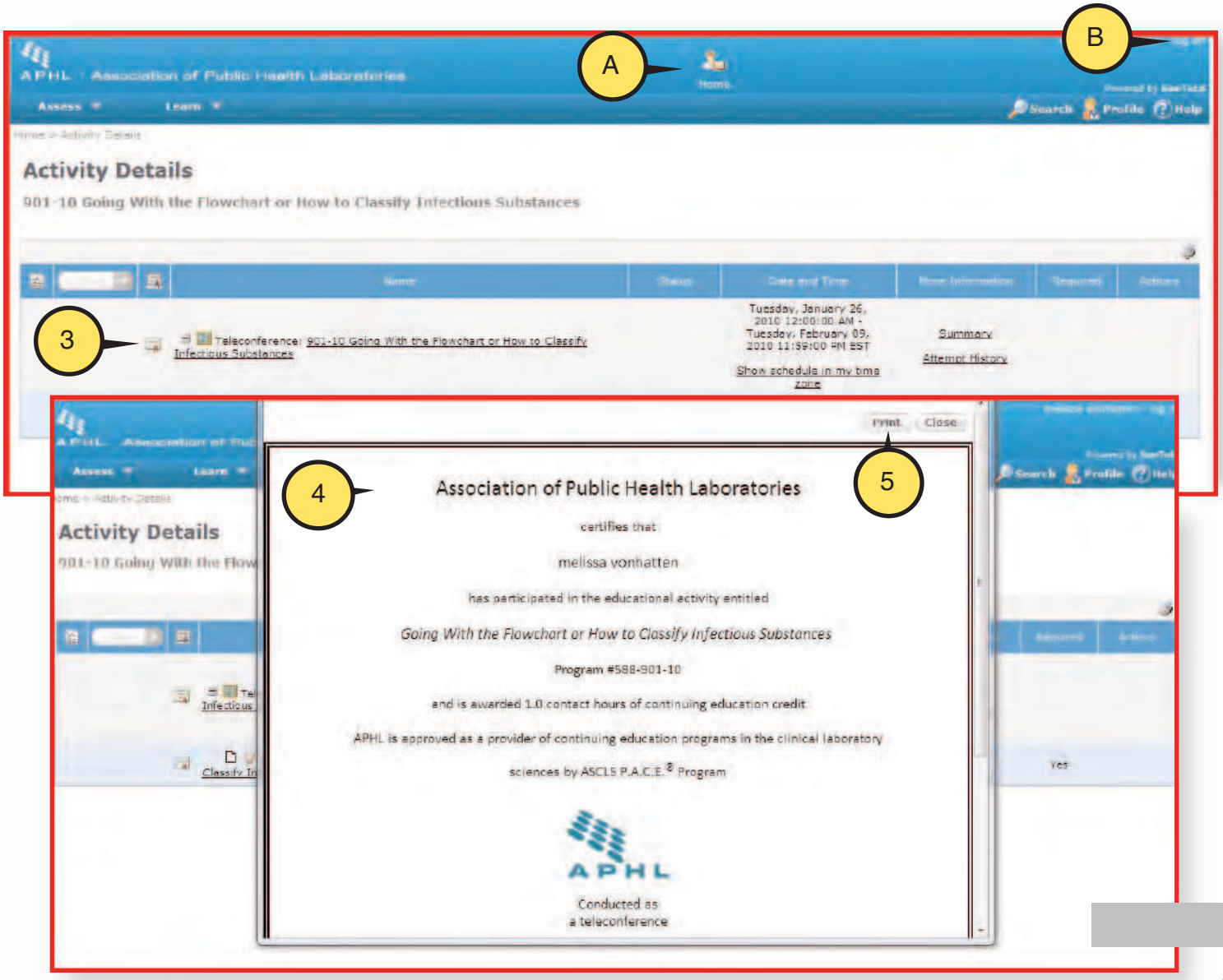
4. A new window opens and allows you to print your certificate.

5. Click on Print to print your certificate.

When you are finished printing the certificate, you can either

A. Click to RETURN to To Do Section.

B. Click log off to exit the CEC.



Frequently Asked Questions (FAQ)

Continuing Education Center (CEC)
Log In and Passwords
Computer System Requirements
Programs, Handouts and Transcripts
Certificates and Evaluations
Search

Continuing Education Center (CEC)

1. What is the APHL Continuing Education Center (CEC)?

The CEC is your personal learning area for APHL and NLTN courses, where you can manage your training activities, including:

- Completing online training and evaluations
- Viewing transcripts
- Accessing course materials
- Printing continuing education certificates

The CEC allows you the ability to receive your continuing education certificate immediately after completing course activities. It also allows you to see your training transcript of courses completed with APHL and NLTN.

2. How do I access the CEC?

You enter the CEC from www.aphl.org/CEC

3. What is the subscription fee to use the CEC?

There is no subscription fee to use the CEC. It is a service provided to you by APHL.

4. How long will I have access to this site?

You will always have access to your personalized learning site at APHL CEC for APHL or NLTN courses held after January 1, 2010. However the materials for the courses you register for may have an expiration period.

Log in and Passwords

5. What is my username and/or password?

Your username and password are the same that you used to register for the course program. Your user name is your email address. Your password is hidden from us, but if you forgot your password, you can use the Forgot Password link to obtain your password.

FAQ (Continued)

6. Why do I have to have my own personal email address rather than using the email for my laboratory?

This ensures the CEC is your personal learning area and manages your training opportunities. By using your personal email address, you are creating a unique login name and user account to manage your training.

7. What should I do if I forgot my password?

Please use the Forgot Password link on the log in page and your password will be sent to you via email. The Registrar cannot provide you your password as it is hidden from his/her view.

8. How secure is the CEC? Can others, such as my employer view my transcript?

The CEC is password protected. An employer, will only be able to view your transcript if you provide them your user name and password.

9. If I change jobs, will I still have access to CEC? How do I change my user ID to my new company supplied email address?

Yes, you will still have access. You can edit your account for your new email address by going to MyAPHL (http://www.aphl.org/memcenter/Pages/default.aspx) and selecting Edit Account from the left navigation menu.

10. If I have two user IDs, can they be merged into one CEC transcript?

Contact APHL Registrar at 240-485-2727 for support on this situation.

Computer System Requirements

11. What are the computer system requirements for the CEC?

You will need a

- computer with an Internet connection
- Internet Explorer 6.x or 7.x
- Popup blockers must be disabled.

Depending on the activities associated with your course, you may require one of the following media players:

- Adobe Acrobat Reader version 6.0, 7.0 or 8.0
- Adobe Flash Player
- Windows Media Player.

Note: If you are unsure of the status of these programs, contact your IT department.

12. What browser do I need to view the course?

At this time, the CEC is best viewed in Internet Explorer 6.x or 7.x.

FAQ (Continued)

Programs, Handouts and Transcripts

16. How do I access my transcript?

From the Learner Home page, select view Training Transcript from the Quick Links menu bar.

17. How do I find the course on the CEC once I log in ?

When you log in to the CEC, you will arrive at the Learner Home page.You will see the courses you are registered for in the middle of the page, under the To Do section. Click next to the course title. You can see the activities associated with the course.

18. How do I complete the course?

Review/complete all the required activities in order to complete the course. Depending on your course, activities may include evaluations, tests, content, reading material or videos.

19. Who do I call if I am unable to download a link under Activities?

Please make sure you are clicking

in each Activity. Please contact the APHL Registrar if you are unable to open the link.

20. Are all courses the same? Can I access handouts from a teleconference the same way I access materials from an online course?

Not all courses are the same. Depending on the course, some will have different activities, such as videos, evaluations or tests.

21. How long will I be able to review the materials from a learning activity I accessed through the CEC?

The time you will be able to review materials depends on the course and the activity. Once you complete an activity, it is no longer under your To Do section, but can be accessed by going to your Training Schedule from the left navigation menu and viewing the completed activities.

22. Can I enter other courses that I have taken into my CEC training transcript (Courses from another provider)?

Not at this time. The CEC is currently designed to manage your training from APHL and NLTN.

Certificates and Evaluations

23. How do I access my certificates?

From the Learner Home page, select view Training Transcript from the Quick Links menu bar. Select the title of the course you wish to see the certificate. Click next to the course to view the certificate. You can view or print the certificate.

FAQ (Continued)

24. For teleconferences, how will I complete my evaluation and receive my Continuing Education (CE) Certificate?

Instructions to register for the evaluation are provided in the teleconference program instructions file as well as the first page of the teleconference handouts. Once registered, you will receive details on how to complete the evaluation and print your CE certificate. Each individual will need to have their own username and password to access and complete the course evaluation and to print their personal continuing education certificate.

25. When will I receive my continuing education unit certificate?

You must complete the courses and take an online evaluation in order to receive your certificate.
- Complete the course activities (view required materials online).
- Go to your Training Transcript to select the course.
- Click to print your certificate. You will have access to your certificate as soon as you complete the course.

26. I misplaced my certificate, how do I get another?

You have access to your personal training transcript and certificates at anytime in the CEC for courses held after January 1, 2010.
- From the Learner Home page, select view Training Transcript from the Quick Links menu bar.
- Select the title of the course you wish to see the certificate.
- Click next to the course to view the certificate. You can view or print the certificate.

Search

27. How do I register or search for other courses?

Please visit our website, www.aphl.org/courses (Education and Training). We recommend saving it as a Favorite.