











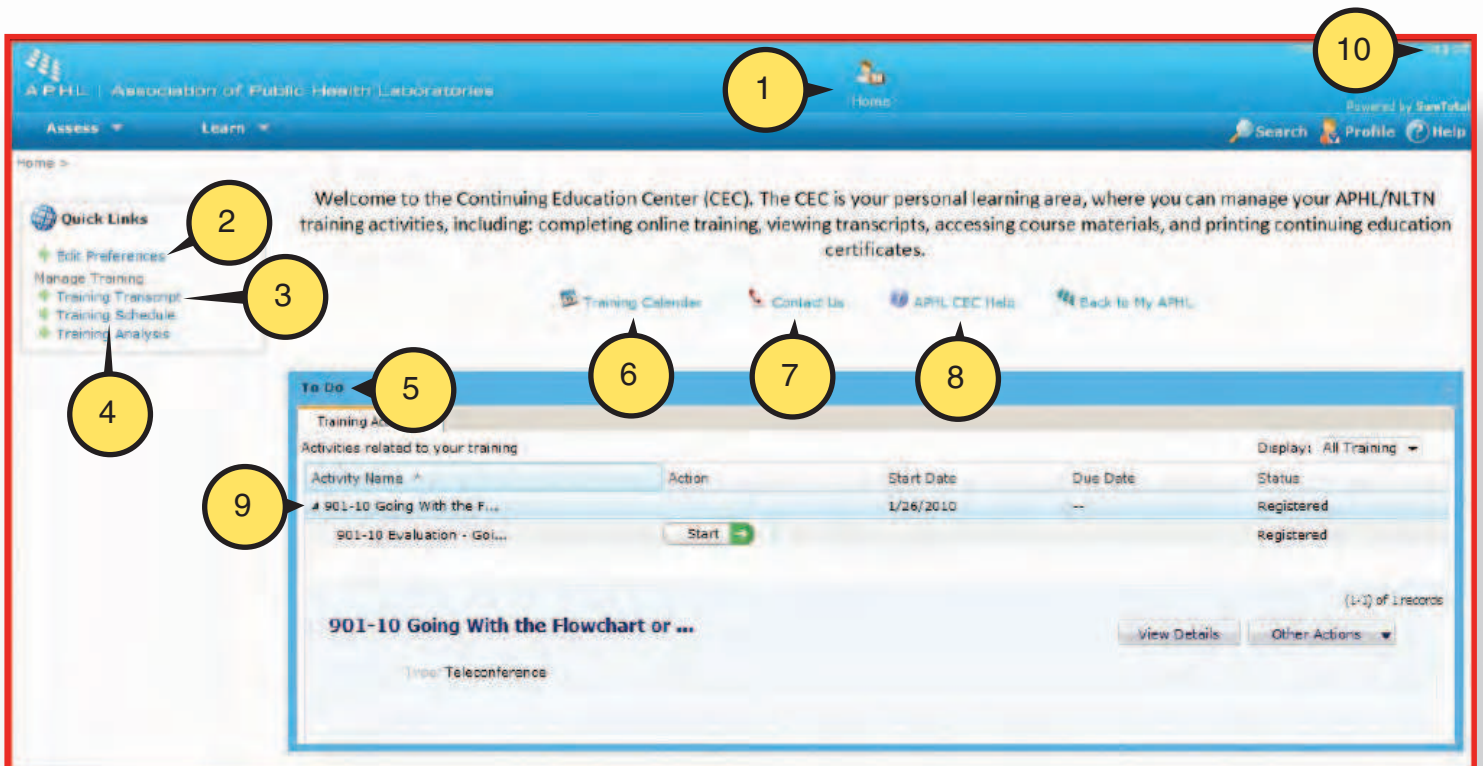
# Help Guide

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

## Site Navigation

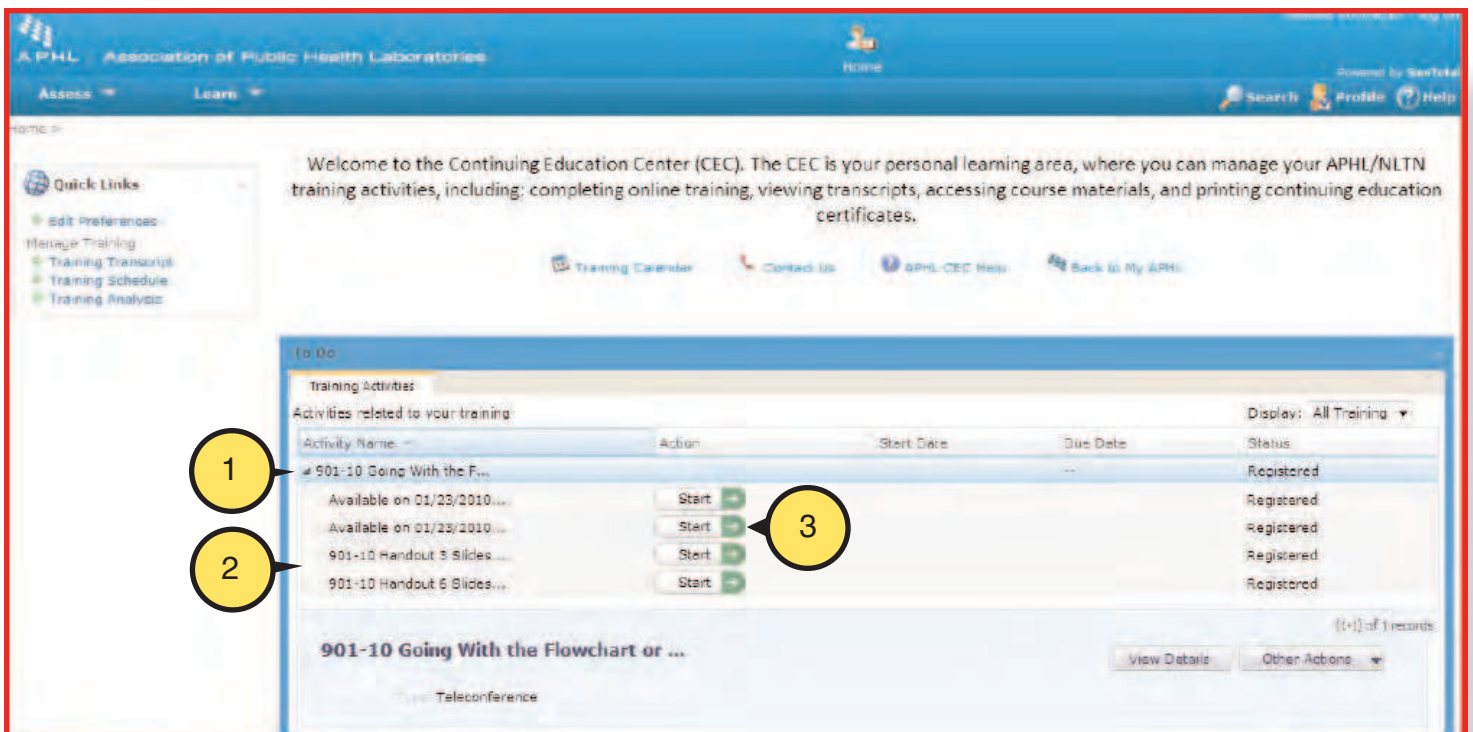
- |    |   |   |
|----|---|---|
| 1  |  | Click this icon to view CEC home page                                       |
| 2  |  | Adjust your time zone settings  |
| 3  |  | View a list of your programs and view your certificates                     |
| 4  |  | View a list of your completed and incomplete programs                       |
| 5  |  | Lists of programs you have not completed                                    |
| 6  |  | Search and register for additional programs                                 |
| 7  |  | Department of Continuing Education and Training (DCET) contact information  |
| 8  |  | CEC Help Guide and Frequently Asked Questions                               |
| 9  |  | Click on this icon to view all materials and activities related to a course |
| 10 |  | 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  to begin the activities for the program.



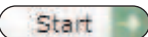
The screenshot displays the APHL Continuing Education Center (CEC) interface. The top navigation bar includes 'Assess' and 'Learn' menus, a search bar, and user profile options. A 'Quick Links' sidebar on the left lists 'Edit Preferences', 'Manage Training', 'Training Transcript', 'Training Schedule', and 'Training Analytics'. The main content area features a welcome message and a 'To Do' section titled 'Training Activities'. This section contains a table of activities related to the user's training, with columns for Activity Name, Action, Start Date, Due Date, and Status. The first activity, '901-10 Going With the Flowchart or ...', is expanded to show a list of sub-activities. Callout 1 points to the dropdown arrow next to the activity title. Callout 2 points to the expanded list of sub-activities. Callout 3 points to the 'Start' button for one of the sub-activities.

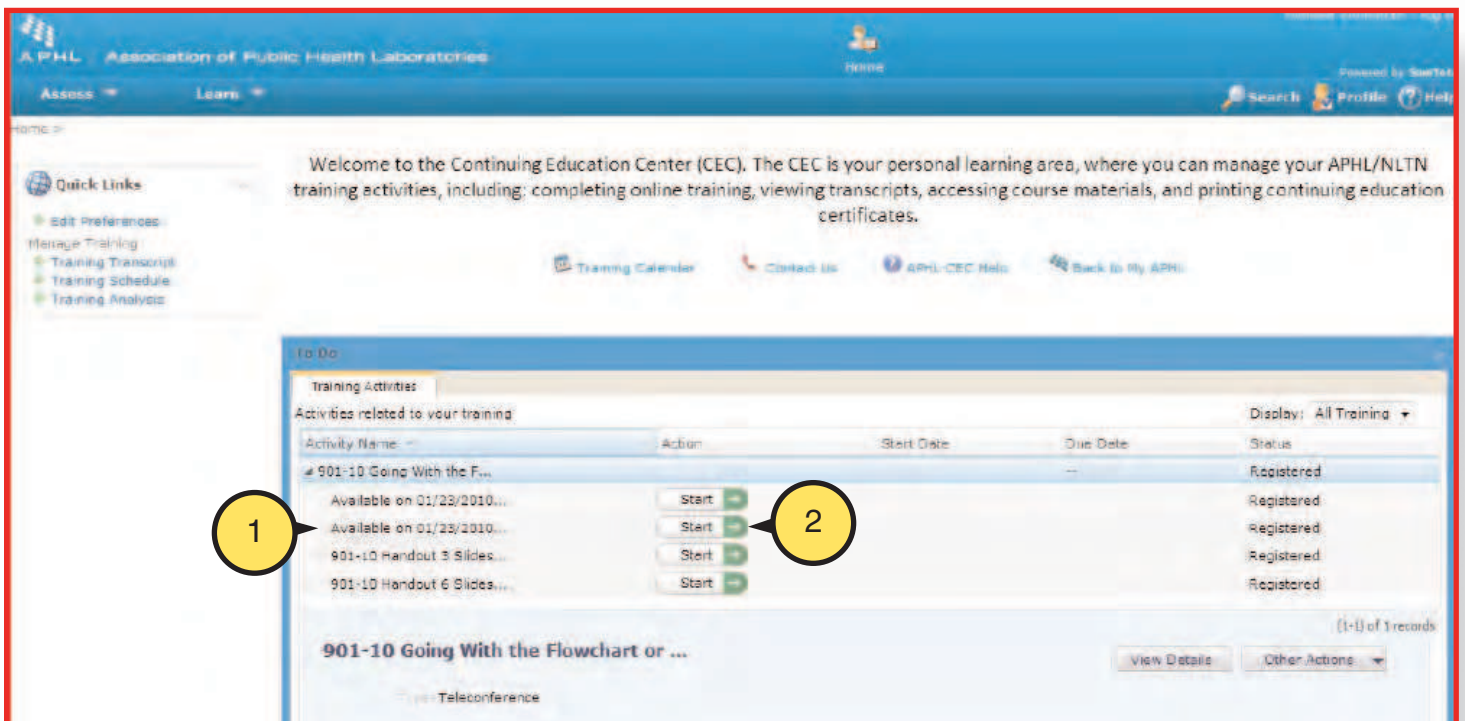
Activity Name	Action	Start Date	Due Date	Status
901-10 Going With the F...			--	Registered
Available on 01/23/2010 ...	Start			Registered
Available on 01/23/2010 ...	Start			Registered
901-10 Handout 3 Slides ...	Start			Registered
901-10 Handout 6 Slides ...	Start			Registered

## 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  to open the handout.




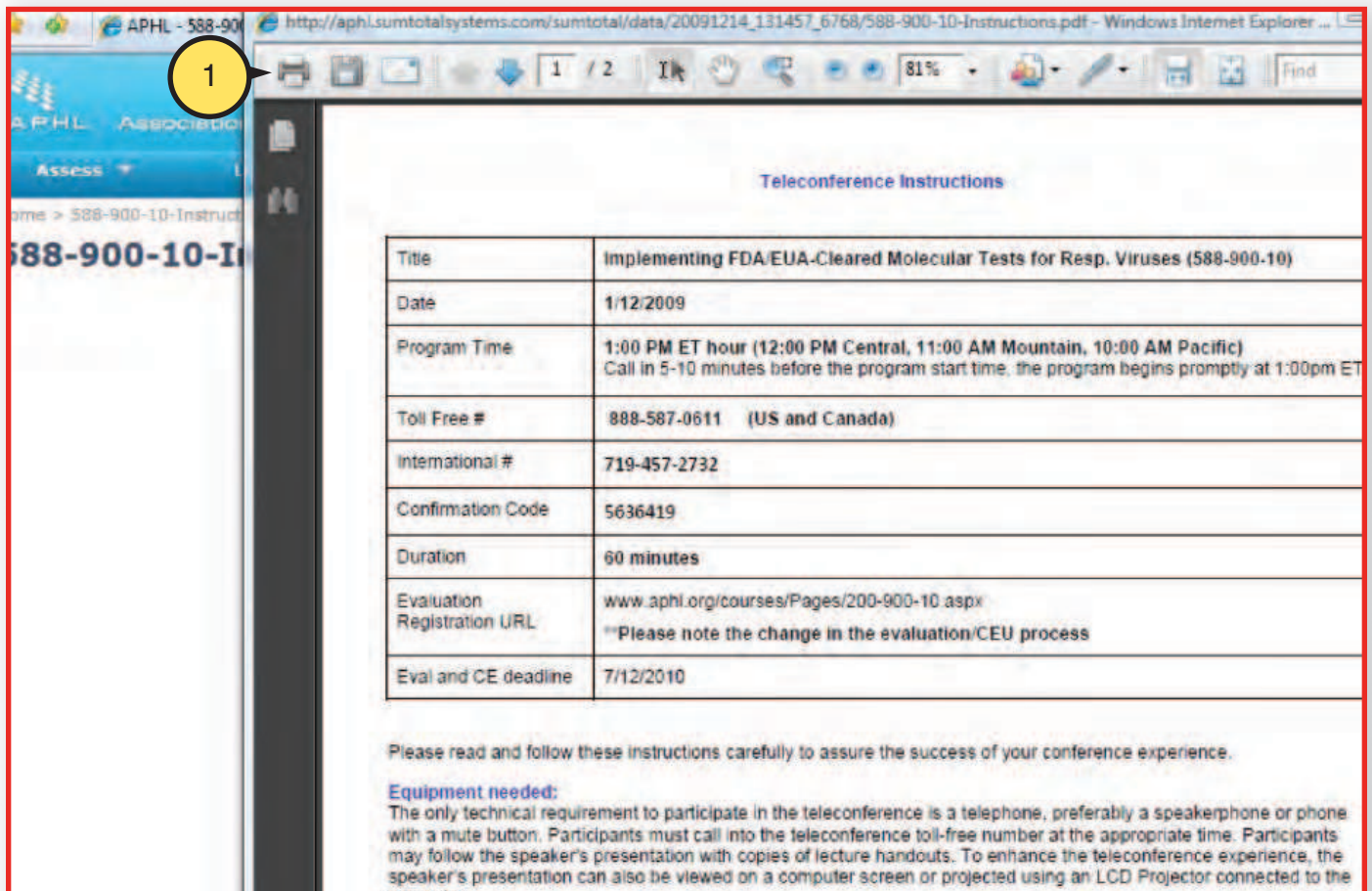
The screenshot shows the APHL Continuing Education Center (CEC) interface. The main content area displays a 'To Do' list of training activities. The first activity is '901-10 Going With the F...', which is marked as 'Registered'. Below the activity name, there are two entries: 'Available on 01/23/2010...' and 'Available on 01/23/2010...'. Each of these entries has a 'Start' button next to it. A yellow circle labeled '1' points to the 'Available on' text in the first entry, and another yellow circle labeled '2' points to the 'Start' button next to the second entry. The interface also includes a 'Quick Links' sidebar on the left and a 'Training Calendar' link in the center.

Activity Name	Action	Start Date	Due Date	Status
901-10 Going With the F...			--	Registered
Available on 01/23/2010...	Start			Registered
Available on 01/23/2010...	Start			Registered
901-10 Handout 3 Slides...	Start			Registered
901-10 Handout 6 Slides...	Start			Registered

## Print Handouts (Continued)

A new window opens to display the handout.

1. Use  to obtain a hardcopy of the material.



The screenshot shows a web browser window displaying a PDF document. A yellow circle with the number '1' highlights the print icon in the browser's toolbar. The document content includes a table with the following information:

Teleconference Instructions	
Title	Implementing FDA/EUA-Cleared Molecular Tests for Resp. Viruses (588-900-10)
Date	1/12/2009
Program Time	1:00 PM ET hour (12:00 PM Central, 11:00 AM Mountain, 10:00 AM Pacific) Call in 5-10 minutes before the program start time. the program begins promptly at 1:00pm ET
Toll Free #	888-587-0611 (US and Canada)
International #	719-457-2732
Confirmation Code	5636419
Duration	60 minutes
Evaluation Registration URL	www.aphl.org/courses/Pages/200-900-10.aspx **Please note the change in the evaluation/CEU process
Eval and CE deadline	7/12/2010

Please read and follow these instructions carefully to assure the success of your conference experience.

**Equipment needed:**  
The only technical requirement to participate in the teleconference is a telephone, preferably a speakerphone or phone with a mute button. Participants must call into the teleconference toll-free number at the appropriate time. Participants may follow the speaker's presentation with copies of lecture handouts. To enhance the teleconference experience, the speaker's presentation can also be viewed on a computer screen or projected using an LCD Projector connected to the

## Print Handouts (Continued)

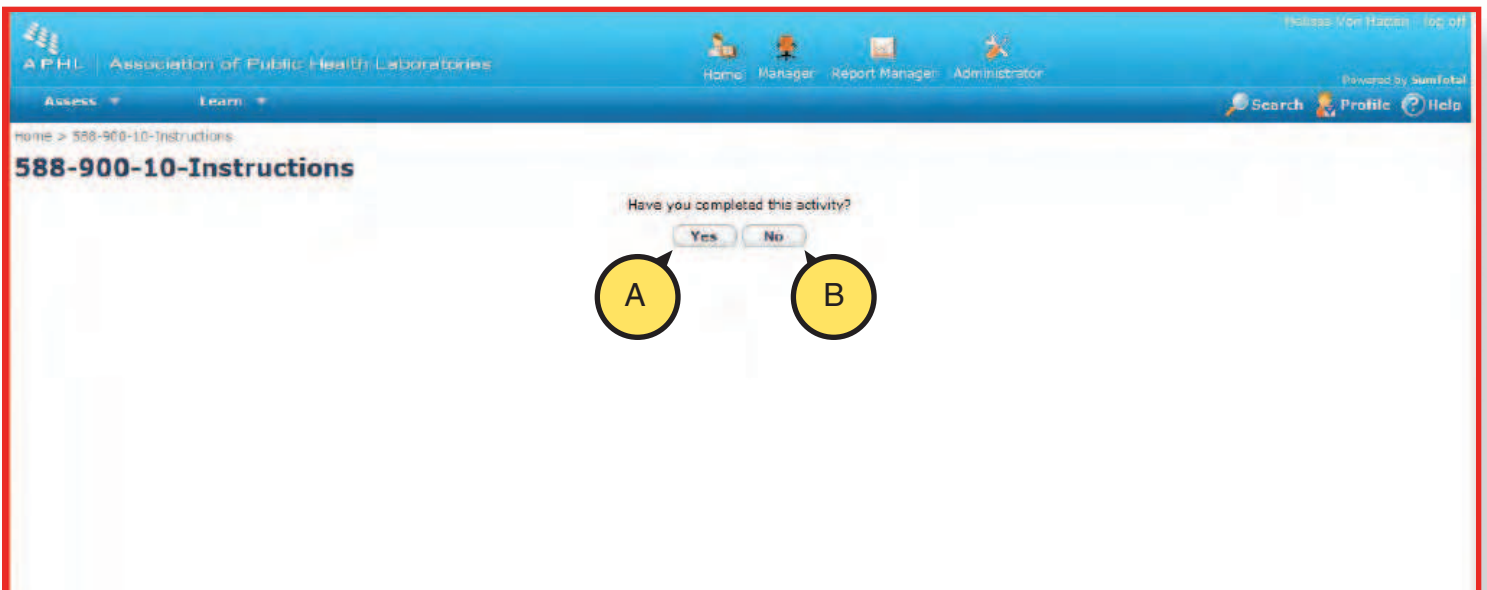
Once you close the handout, the CEC will ask you if you are finished.

A. If you are finished printing or downloading, select

B. If you wish to open the handout again, select


The Activity Detail screen displays.


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



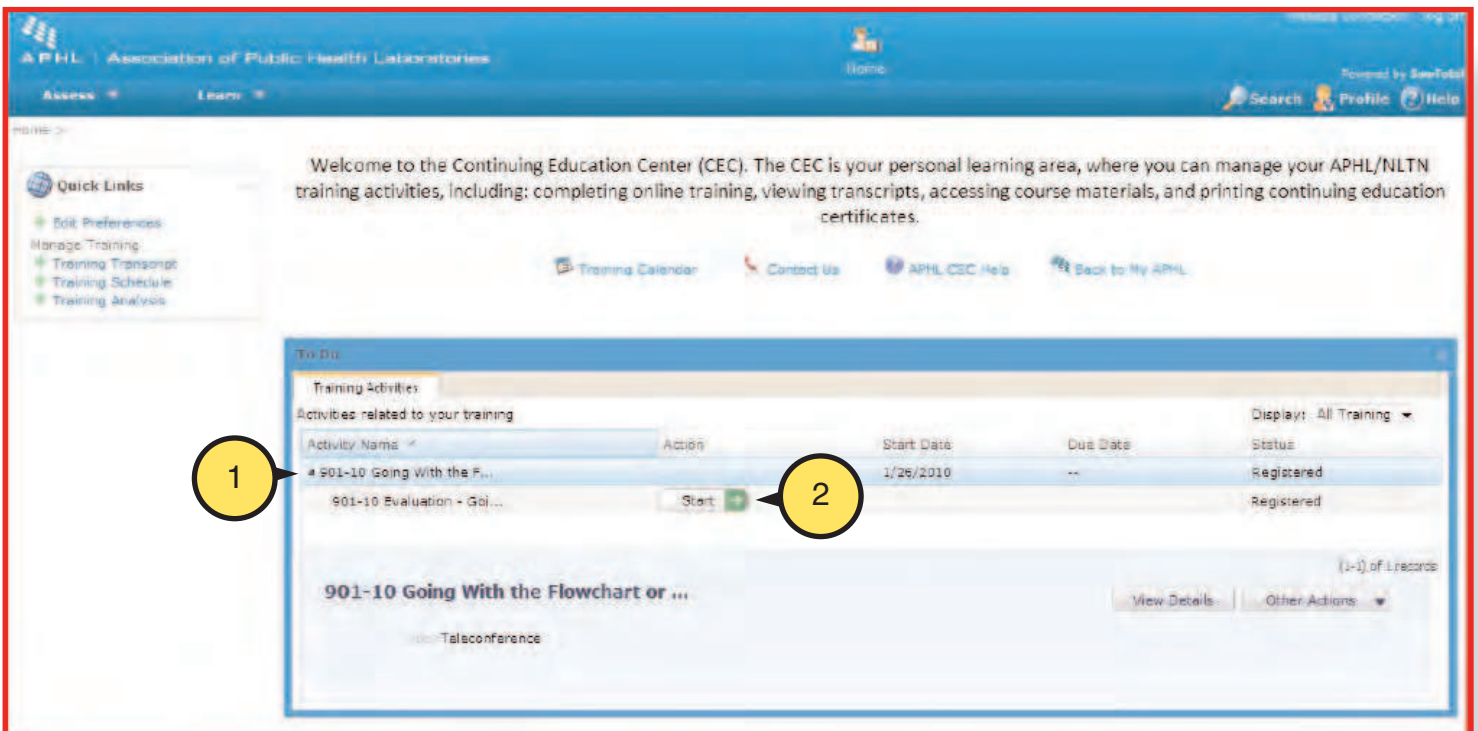
## Evaluate Program

Locate the program in the To Do section.

1. Click  to see the link for the Evaluation.

2. Click  to begin the Evaluation.

A new window will appear with your Evaluation.



The screenshot shows the APHL Continuing Education Center (CEC) interface. The top navigation bar includes the APHL logo, the text 'Association of Public Health Laboratories', and user options like 'Home', 'Search', 'Profile', and 'Help'. A 'Quick Links' sidebar on the left lists options such as 'Edit Preferences', 'Manage Training', 'Training Transcript', 'Training Schedule', and 'Training Analysis'. The main content area features a welcome message and a 'To Do' section titled 'Training Activities'. This section contains a table of activities related to the user's training. The table has columns for 'Activity Name', 'Action', 'Start Date', 'Due Date', and 'Status'. One activity is listed: '901-10 Going With the Flowchart or ...' with a 'Start' button in the 'Action' column. A second row shows '901-10 Evaluation - Gbi...' with a 'Start' button. Two yellow circles with numbers '1' and '2' are overlaid on the image. Circle '1' points to the dropdown arrow in the 'Activity Name' column of the first row. Circle '2' points to the 'Start' button in the 'Action' column of the second row. Below the table, there is a section for '901-10 Going With the Flowchart or ...' with a 'View Details' button and an 'Other Actions' dropdown menu.

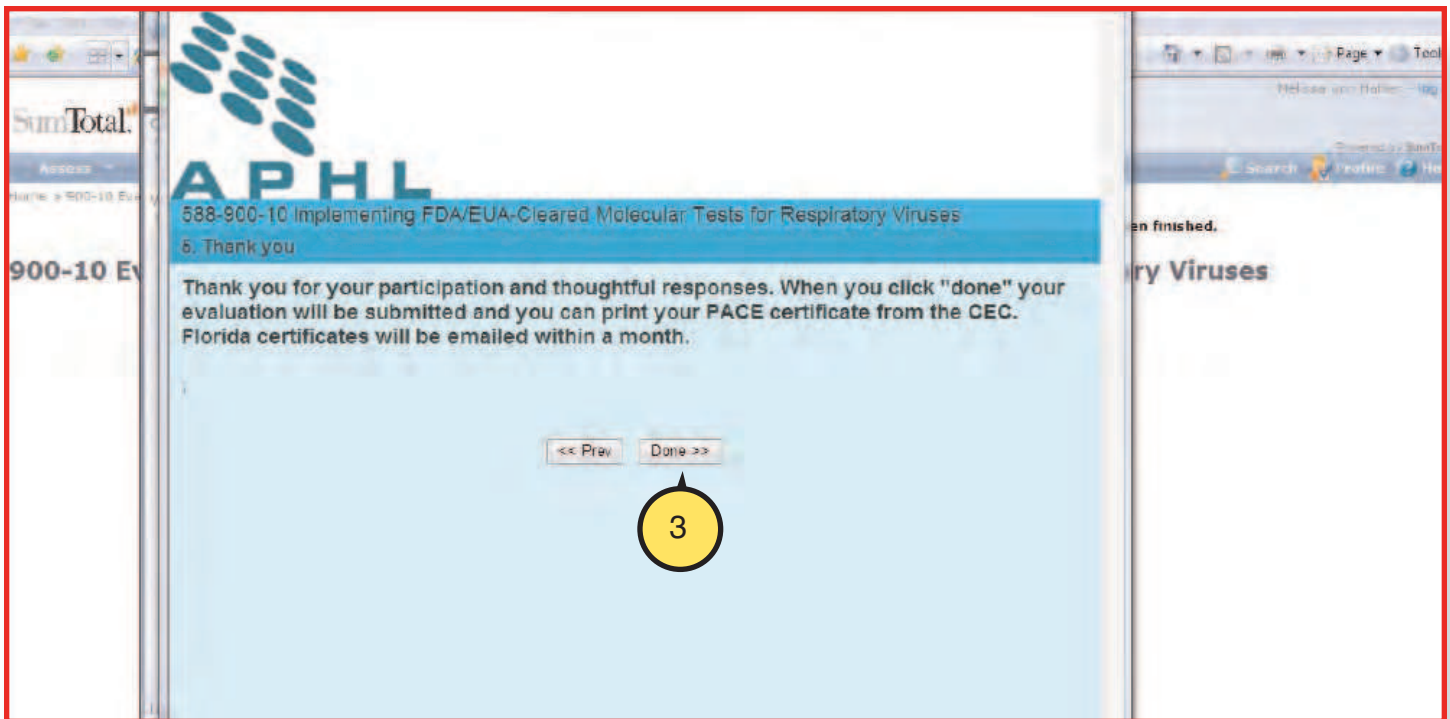
Activity Name	Action	Start Date	Due Date	Status
901-10 Going With the F...		1/26/2010	--	Registered
901-10 Evaluation - Gbi...	Start			Registered

## 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.





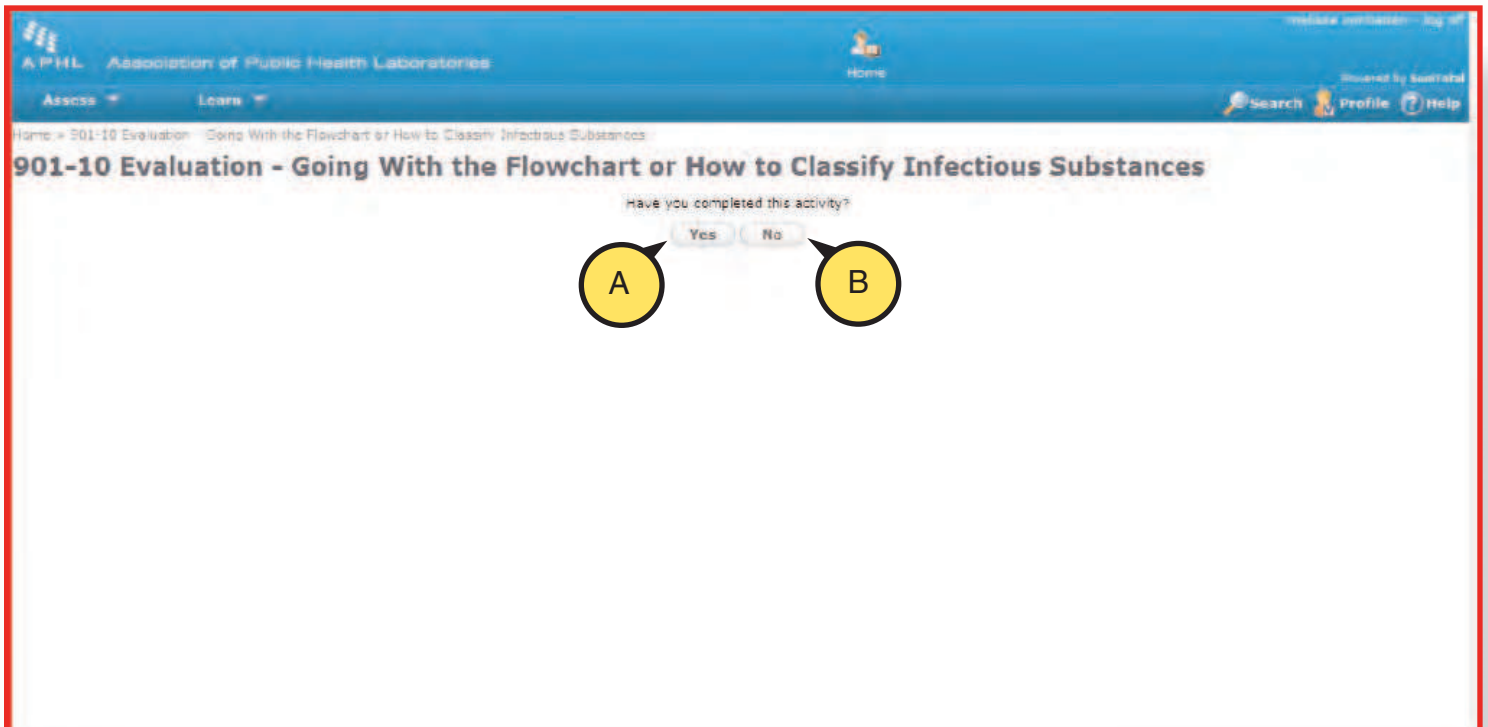
## Evaluate Program (Continued)

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

A. If you are finished the Evaluation, select  .

B. If you wish to open the Evaluation again, select  .

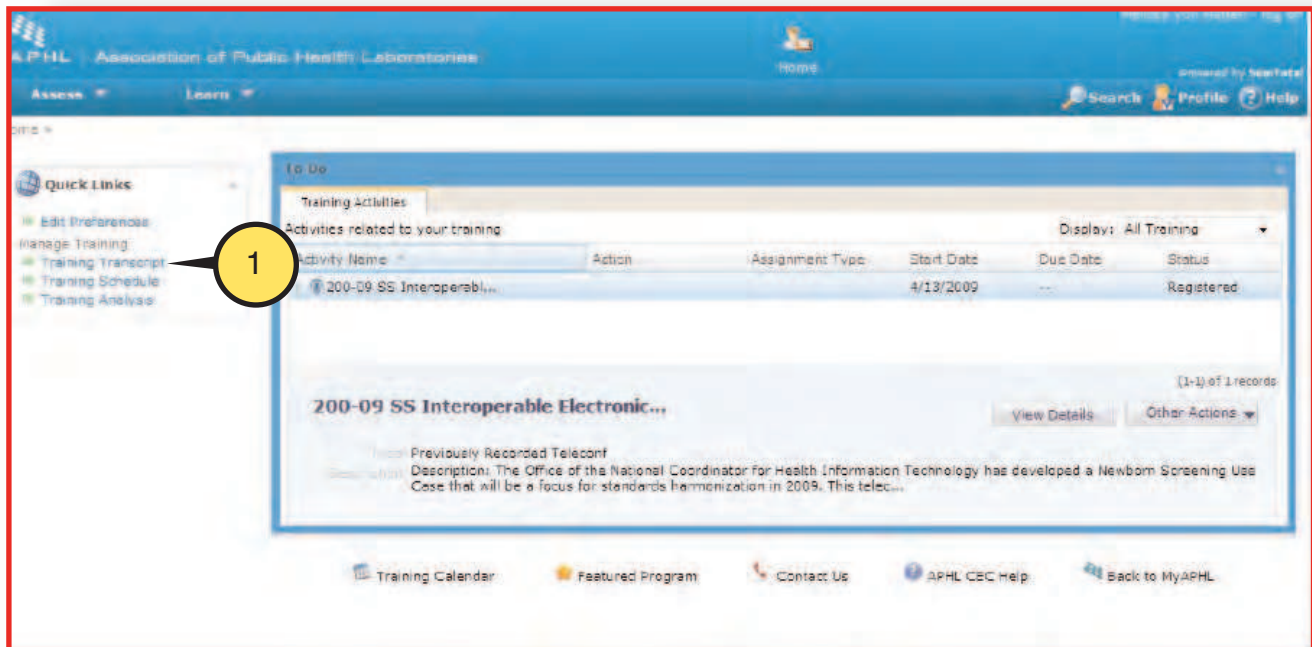
The window will close. You will return to Learning Activity Progress Detail page. Click  .



## Print Certificate

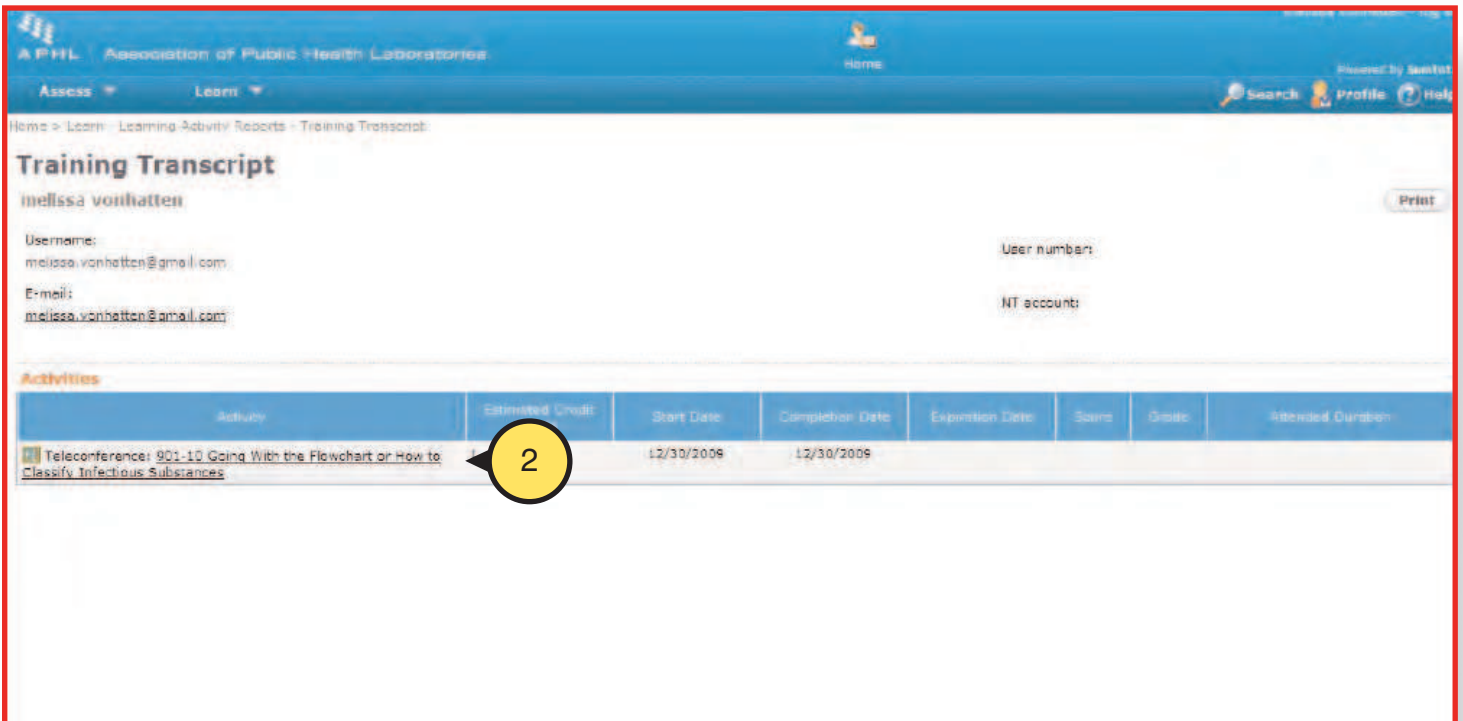
To print your certificate, go to the CEC Home Page.

1. Select Training Transcript from the Quick Links menu.



## Print Certificate (Continued)

2. Select your program.



The screenshot shows the APHL Learning Activity Reports page. The user is logged in as 'melissa vonhatten'. The page displays a 'Training Transcript' for the activity 'Teleconference: 901-10 Going With the Flowchart or How to Classify Infectious Substances'. A yellow circle with the number '2' highlights the activity name in the table.

Activity	Estimated Credit	Start Date	Completion Date	Expiration Date	Score	Grade	Attended Duration
<a href="#">Teleconference: 901-10 Going With the Flowchart or How to Classify Infectious Substances</a>		12/30/2008	12/30/2009				

## 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 

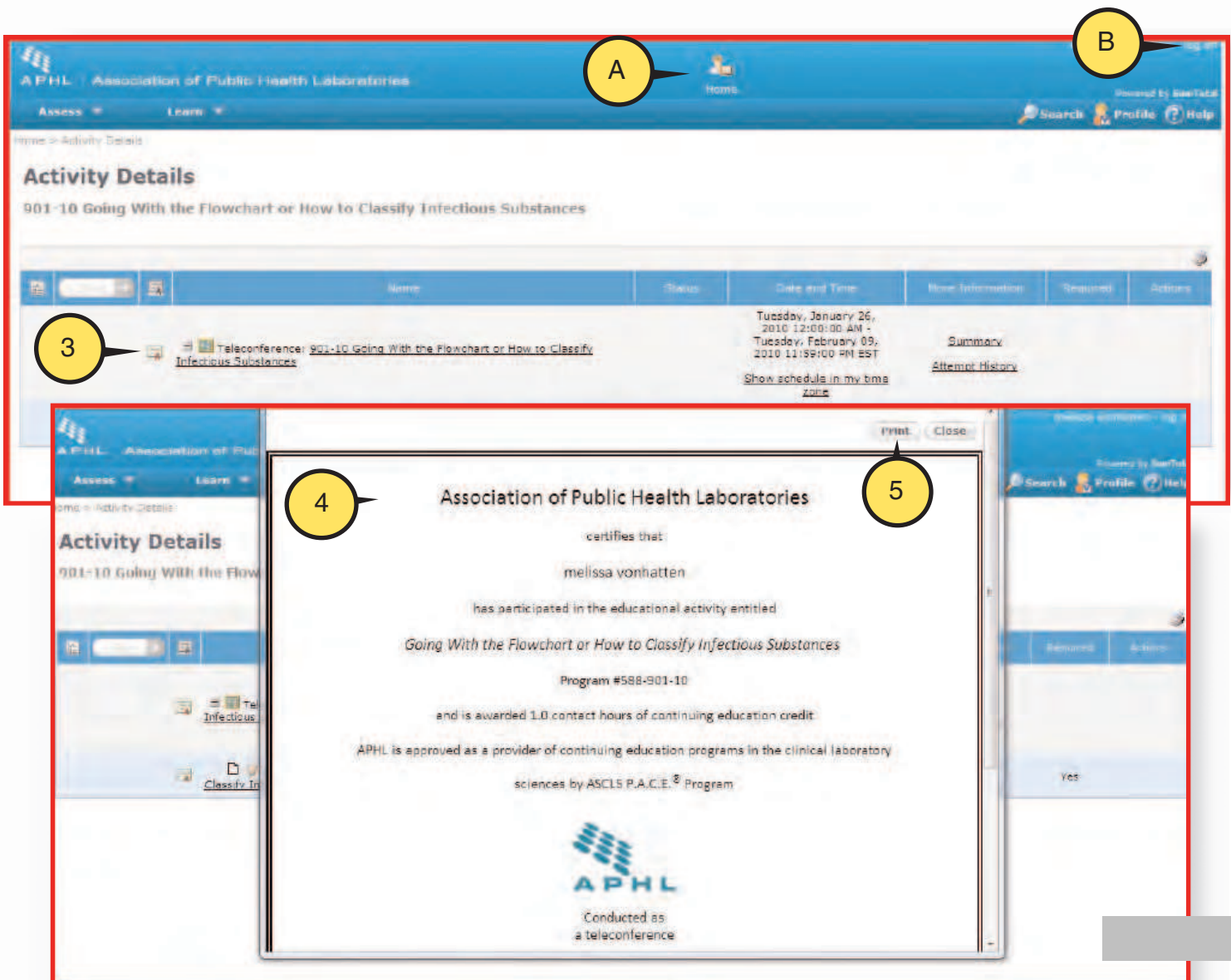
4. A new window opens and allows you to print your certificate.

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  to exit the CEC.



The screenshot shows the APHL Learning Activity Progress Detail page. The page title is "Activity Details" for program "901-10 Going With the Flowchart or How to Classify Infectious Substances". A table lists the activity with a "Certificate" icon. A callout "3" points to this icon. A callout "A" points to the "Home" button in the top navigation bar. A callout "B" points to the "log off" button in the top navigation bar. A callout "4" points to the "Print" button in a modal window. A callout "5" points to the "Close" button in the modal window. The modal window displays a certificate for Melissa vonhatten, certifying her participation in the activity and awarding 1.0 contact hours of continuing education credit.

## 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](http://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](http://www.aphl.org/courses) (Education and Training). We recommend saving it as a Favorite.