

### **Instructions for continuing education (CE) credit from the CDC's You Call the Shots Online courses**

- Prior to completing the "You Call the Shots" courses. Go to the CDC's Training and Continuing Education Online (TCEO) page at <https://tceols.cdc.gov/>
- On the menu bar to left, click "Create Account".
- You will need a user name and password and answer the required questions.
- You can use Seattle King County Public Health for the employer section and for the address you can use our Chinook Building address 401 5<sup>th</sup> Ave #1000 Seattle, WA 98104.
- You will receive an email to verify for your account.
- Complete the courses for Influenza and Hepatitis A
- Once you are logged onto your TCEO account, click the "Search Courses" button.
- Use "You Call the Shots" as your topic/keyword/course number and scroll until you find the course you are looking for and click on it.
- Click the "Continue" Button at the bottom of the page.
- Choose your CE credit and click save and continue.
- The course should appear in your Pending CE section.
- Click on evaluation and complete.
- Then click on Posttest. You must pass with 80% to receive a CE credit.
- From there you can print and/or email you certificate to [phrc@kingcounty.gov](mailto:phrc@kingcounty.gov)