



Instructions for Accessing *PROF101: Adult Learning Theories and Strategies for Trainers and Directors*
This course satisfies the new training requirement that went into effect June 1, 2013.

If you are a new user to CCEI:

- Visit the online enrollment webpage at https://www.cceifame.com/oe_new/ and select *Professional Development for Individuals*.
- Select *No. I need to set up an account*.
- Complete the fields that populate in order to create your account. If asked for a promotional code, leave the field blank and click 'Continue'. *Note: Non-ECE Trainers (i.e., individuals not required to apply for Career Ladder placement) do not have a Registry ID. When asked if you are a member of your state's Registry, select 'no' in order to continue with the registration process.*
- Check your email in order to validate your email address and activate your account with CCEI.
- Log in to your account by visiting www.cceionline.edu and selecting the blue *Login* button located along the top right. Use the email address provided during account set up as your User Name. *Note: You will need to purchase training hours prior to registering for the course.* Click on *Professional Development* under the *Registration/Purchasing* heading in the upper left hand corner of the page. Click 'Continue' when asked for a promotional code. Click on 'Order Item' to purchase training hours. This course is a one hour course, but you may choose to purchase additional hours for your own further professional development.
- Proceed to the payment screen. Once complete, you will receive an email with instructions for accessing your paid hours/registering for training (it could take up to 48 hours).
- Log back into your account and click on *Register for Professional Development Courses* under the *Enrollment* heading on the left side of the page or under *Your Steps to Professional Development* on your welcome page.
- Choose *Professional Development* from the drop down list under *Course Categories*.
- Select *PROF101: Adult Learning Theories and Strategies for Trainers and Directors*. Press the 'Submit' button. Select 'Debit student purchased hours' and then click 'Register'.
- Your course will now be available under the *My Professional Development* heading on the left side of the page in your *Current Courses* folder until it is completed. Your progress will be automatically saved upon logging out.

If you are a returning user to CCEI:

- Log in to your account by visiting www.cceionline.edu and selecting the blue *Login* button located along the top right. Follow the steps outlined above.

Certificates of Completion are immediately available upon successful completion of the course by selecting *Completed Courses* in the left hand navigation bar under *My Professional Development*. Once you select *View Certificate* you will be able to print and save the file as an Adobe pdf. **Please note that certificates are not automatically sent to The Nevada Registry. You must print your certificate and fax or mail it to our office.**

For more information on CCEI, visit www.cceionline.edu or call 1.800.499.9907. If you experience any technical difficulties, please contact CCEI customer support services at helpdesk@cceionline.edu or **1.800.499.9907, ext. 524.**