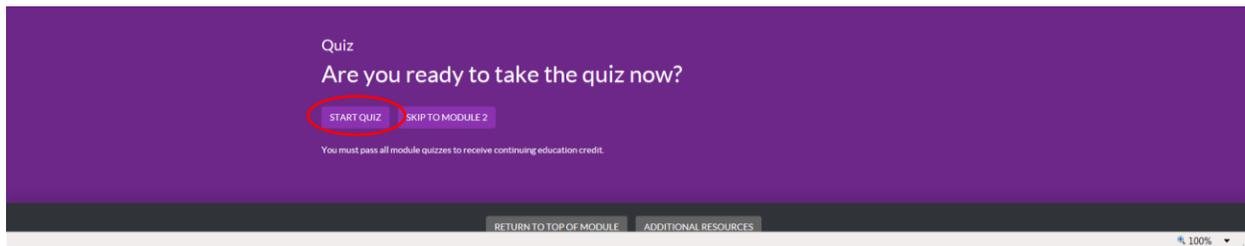


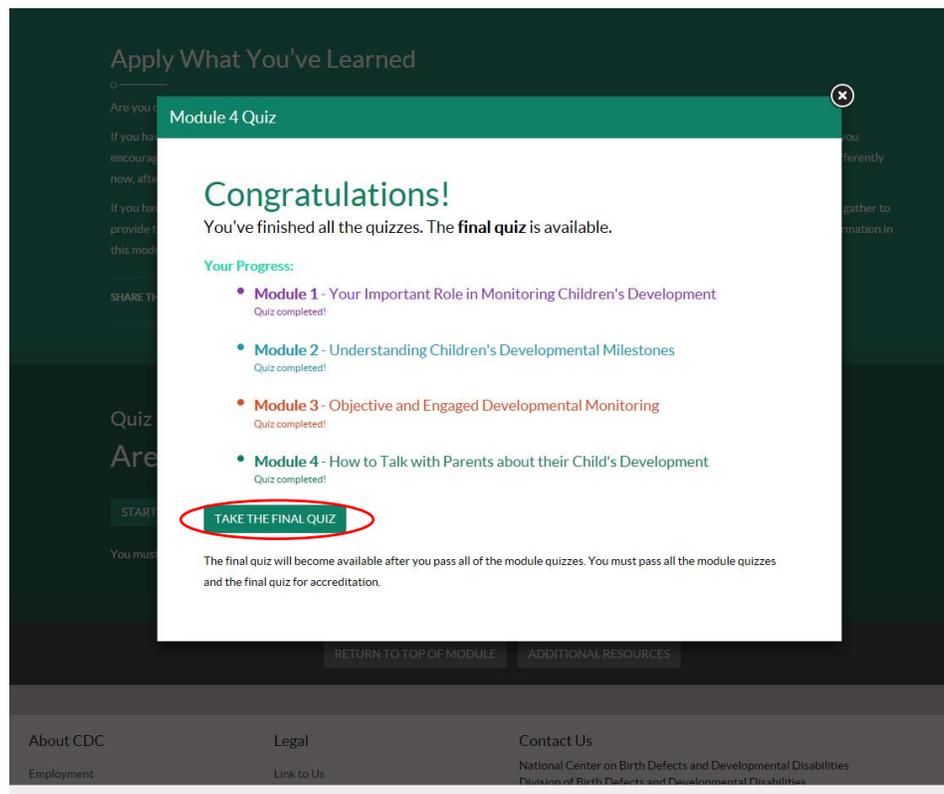
How to Receive Approved Training Credit for Watch Me Grow Series

In order to obtain your certificate and receive state approved training credit for the **Watch Me!** web series you must complete the following steps:

1. **You must complete all four modules in one sitting.**
2. You must complete the quiz at the end of each module. You can take the quiz by clicking the **Start Quiz** button at the end of each module. ***Be sure you that your web browser's pop-up blocker is turned OFF.***



3. Once you've completed all four modules (and their corresponding quizzes) you will click the button at the end of the 4th module to complete the final quiz.



4. Once you click the button to **TAKE THE FINAL QUIZ**, a window will display with instructions for completing the quiz and obtaining your certificate.

Apply What You've Learned

Module 4 Quiz

Continuing education for this course is only available through the *CDC Training and Continuing Education Online* system (CDC TCEO). Please follow the instructions provided below. You must complete the online evaluation by July 1, 2016 to receive your continuing education or your certificate of completion.

To complete online evaluation:

1. Go to *CDC TCEO* at <http://www.cdc.gov/tceonline/>. Select **Participant Login** to login. If you are new to TCEO, select **New Participant** to create a user ID and password.
2. Once logged on to *CDC TCEO*, the **Participant Services** page will display. Select the **Search and Register** link. Select a search method to locate the course and click on **View**.
3. Click on the course name, and the course information page will display. Scroll down to **Register Here**. Select the type of CE that you would like to receive and then select **Submit**.
4. The next page requests demographic information. New participants are required to answer the demographic questions. Returning participants please verify this information and select **Submit**.
5. A message will display thanking you for registering for the course. If you have already completed the course you may select the option to take the evaluation.
6. If you have not completed the course, you will be directed back to **Participant Services**. Under **Evaluations and Tests** you may access the course detail page, the course link, or the evaluation and/or posttest after completing the course.
7. Complete the evaluation and **Submit**. If a posttest is required it will follow the evaluation. A record of your course completion and your CE certificate will be posted in the **Transcript and Certificate** section, located on the **Participant Services** page.

If you have any questions or problems contact:

[RETURN TO TOP OF MODULE](#) [ADDITIONAL RESOURCES](#)

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Division of Birth Defects and Developmental Disabilities

Helpful Hints:

- Copy and paste the link in step 1 into a new browser window instead of clicking the hyperlink.
- When searching for the course, use the keyword search and type in **Watch Me** and then click **View**.

5. Once you print your certificate, you will need to enter the training and upload the certificate in GaPDS order to receive state approved credit (1-hour). Go to <https://gapds.decal.ga.gov> , login, and go to the training section of your profile. After you click 'Add New Training', you will be prompted to select a Training Type. Using the drop down menu, select 'CDC Watch Me! Series' from the drop down.

Navigation tabs: Contact, Education, Employment, Training, Other Career Data, Demographics

Training Information Help

Note: If you have a degree in progress and have completed any ECE-related courses, they may be entered here. These courses may impact your current career level. Acceptable training and/or coursework must be completed within three years preceding the date the training and/or coursework is submitted to the Registry.

CPR, First Aid, Fire Safety and AED training should be entered in the Other Career Data section of your profile, rather than the Training section.

Training Type: ?

- Select -->
- State Approved Training
- Approved Entity Training
- State Approved Conference
- ECE Related Coursework
- CDC Watch Me! Series

6. Enter the date that you completed the training and click 'Save'.
7. Once you have added the training, you can upload your certificate and submit your profile.

If you need assistance, contact GaPDS support at 1-866-258-7737.