

Self-Study Course Instructions

Step 1: Click "Start/Resume Course" to begin the CPE Course.

Step 2: Read through the CPE Course Content. A printable PDF version is available for your convenience. *Please note: If you choose to print the course PDF, you still need to complete the online steps in these instructions to obtain credit.*

Step 3: Click "Next" at the bottom of the Course Content page.

Step 4: Complete the 10-question quiz and click "Finish" when you have completed the last question. You have unlimited time and may reattempt the quiz as many times as necessary to receive an 80% or higher passing score.

Step 5: Review your quiz results. If you've passed the exam with an 80% score or higher, click "Next" at the bottom of page. If you did not pass on this attempt, click the link to reattempt the quiz and repeat until you receive a passing score.

Step 6: Complete a brief evaluation of the course so that we can best meet your CE needs. Click "Submit" when you have completed the evaluation.

Step 7: Click "Next" and click on the "download certificate" link to save and/or print a copy for your records.

Internet Explorer and Firefox: A dialogue box will open asking if you want to "open" or "save" the file. (You may not see this dialogue box if you have pop-ups disabled.) Click "Save" to save the certificate PDF to your downloads folder. Click "Open" to immediately access and print your certificate. You can then save a copy to the location of your choice by clicking on "File" and then "Save As" or "Save a Copy."

Google Chrome: your download will appear at the very bottom of your screen which you can open to print and/or save a copy to the location of your choice. A copy will also be in your downloads folder.

Safari: your downloads folder should automatically open, and you can select your certificate PDF. If your downloads folder does not automatically open, you can locate the folder and then select the PDF to print and/or save to a new location.

How to Record Courses in Your Professional Development Portfolio

For CPE Monthly articles appearing in *Today's Dietitian* magazine, RDs should list code 102, "Activities from Jointly Accredited Providers." Activity Type 102 is to be used regardless of the activity's format or type.

How to Resume a Partially Completed Course

Online continuing education courses do not need to be completed in one sitting. You can access your courses at any time prior to their expiration date in the "My Courses" section. Select the course of your choice from your list of pending activities, then click "Take Course" and "Resume Course" to begin where you last left off.

How to Access CPE Certificates

A transcript of your course history and certificates are maintained in your *Today's Dietitian* CE Learning Library account and can be conveniently accessed and reprinted anytime from any computer. Log in to your account and click on the "My account" section, then select "My Activities" to view a list of all courses that you have completed.