

# ETC FAQ

## How do I register for an ETC course?

Go to [www.cecinc.com/etc/](http://www.cecinc.com/etc/) and click on the course listings, courses are listed under “Fall Schedule” or “Spring Schedule.” Review the course list and click on the course date that you would like to sign-up for, scroll to the bottom and click the “Register” button. You will be prompted to enter your full name, email and company name.

## How do I receive the course link?

Individuals should register for the course on the CEC ETC course page at [www.cecinc.com/etc/](http://www.cecinc.com/etc/). A calendar appointment and email reminder with the link will be sent to the email address that was provided at registration.

## What professional development certification will I receive?

CEC issues Continuing Education Units (CEUs) for attending our webinars. One CEU is awarded for each 10 contact hours, so attendees of a 4-hour webinar are eligible to receive 0.4 CEUs.

## How do I receive my CEU?

After attending the course, a short quiz will be emailed to you. Upon completion of the quiz, your CEU certificate will be emailed to you.

## How do I know if this CEU is accepted in my state?

CEC instructors are qualified instructors and our courses are specifically developed to follow the general requirements for continuing education programs. CEC does not maintain a list of jurisdictions or professional organizations that accept the CEUs earned through attendance of our courses. However, we are not aware of any situations where CEUs issued for attending our programs have not been accepted. We recommend that you contact your professional organization if you have concerns about whether our CEUs are transferrable to Professional Development Hours (PDHs). Generally 1 CEU = 1 PDH.

## Do I have to complete the quiz to receive a CEU?

You must complete the quiz to receive a CEU. Make sure to include your full name and it will be emailed to you as a PDF.

## Do I have to download the Microsoft Teams app to attend the course?

No, you will be able to access the course in your web browser by clicking the link provided.

## What if I miss the registration deadline?

Email Emily McElroy ([emcelroy@cecinc.com](mailto:emcelroy@cecinc.com)) for help.

## What if I miss the course I registered for?

Courses are offered year around, so if you miss a course check out the full list at the ETC course page: [www.cecinc.com/etc/](http://www.cecinc.com/etc/)

