




# Continuing Education Step-By-Step Guide

# 1. Purchase CE Program(s)

- Visit the Dorland Health store at:  
[http://store.dorlandhealth.com/continuing\\_education/](http://store.dorlandhealth.com/continuing_education/)
- Find the desired program (CE programs are grouped in 4 categories:  
[Case In Point Magazines](#) | [Supplements](#) | [Special Reports](#) | [Webinars](#))
- Complete the purchase



The screenshot displays the Dorland Health Store website. At the top, there is a red header with the Dorland Health logo and the text "DORLAND HEALTH". Below the header is a navigation menu with the following categories: Home, Case Management, Clinical Care, Social Work, Behavioral Health, Youth & Family, and Adult & Senior. The main content area features the "Dorland Health Store" logo, social media icons for Twitter, Facebook, Google+, Email, and LinkedIn, and links for "My Account", "Customer Service", and "Cart". The "Continuing Education Courses" section is highlighted, with a sub-section for "STORE HOME" and a search bar labeled "Search Store". Below the search bar, there is a list of course categories: "Case In Point Magazines | Supplements | Special Reports | Webinars".

## 2. Review Confirmation Email

- Once the purchase is complete you will receive a confirmation email with the CE portal login details:



**CE Portal Login Page:** <http://ceu.dorlandhealth.com>

**Your User Name:** *your email address (ex. kathy@hotmail.com)*

**Password:** *usually the same password you used in the store*

*Please Note:*

*Your password will only be emailed to you once. If you purchase additional courses in the future only the URL and user name will be included in the confirmation email(s).*

# 3. CE Login Portal

Click on "Yes, help me log in" button if you have trouble logging in

ceu.DorlandHealth.com You are not logged in. (Login)

ceudorlandhealth ▶ Login to the site

### Returning to this web site?

Login here using your username and password  
(Cookies must be enabled in your browser)

Username

Password

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Forgotten your username or  
password?


# 4. Find Your Course

- “My courses” section will list all courses you are currently enrolled in

ceu.DorlandHealth.com You are logged in

Welcome to Dorland Health Continuing Education

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<p><b>Course Categories:</b></p> <p><b>Case In Point Magazine</b></p> <p>Courses in this category are available for 4.0 CEUs</p> <p><b>Special Reports</b></p> <p>Courses in this category are available for 4.0 CEUs</p> <p><b>Supplements</b></p> <p>Courses in this category are available for 2.0-4.0 CEUs</p>	<p><b>My courses</b></p> <hr/> <p><b>Webinar: The Future of Case Management Is Now: Investigating New Models &amp; Trends</b></p> <p>This program is approved for 1.5 contact hours for nurses, certified case managers, disability management specialists and social workers.</p> <p style="text-align: right;"></p> <hr/>
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# 5. Complete Course Assignments

- Please read all instructions carefully
- You will be able to access the certificate after completing all assignments (ex. 70% or better on a post test)

## Topic outline



**Welcome to the Future of Case Management Is Now:  
Investigating New Models & Trends eLearning Course.**

### 1 General Instructions

- 1) Watch the course video.  
Please note: If you attended a live webinar you may skip this step.
- 2) Complete the post test and pass it with a score of 70% or better.
- 3) Complete the evaluation form.
- 4) Print your CE certificates using the link located at the bottom of this page. Print capability is only enabled once you have completed course requirements (video, post test and evaluation form).

Please use navigation on top to return to the main screen after completing each activity. Good Luck!

### 2 Course Training Material

Note: A current version of Adobe Acrobat PDF Reader, Adobe Standard, or Adobe Professional must be installed on your machine to view and print slides. The FREE reader can be downloaded at: [www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html)

- Webinar Handouts (PDF)
- Access Webinar Recording

# 6. Review & Print Your Certificate

Webinar: The Future of Case Management Is Now: Investigating New Models & Trends

You are logged in as Admin

ceudorlandhealth > Future of CM 1011 > Certificates > Certificate: The Future of Case Management Is Now: Investigating New Models & Trends

Update

View is

You received this certificate on:  
Thursday, 27 October 2011, 10:42 AM

[Review your certificate](#)



Verification of Completion

**Admin User**

The above has met all requirements and has achieved 1.5 Contact Hours for completion of:

The Future of Case Management Is Now: Investigating New Models and Trends Improving the Delivery of Care Through Coordinated Paradigms.

**Approval Numbers toward Nursing Contact Hours:** This program is approved for 1.5 contact hours for nurses by Commonwealth Educational Services (CES). CES accredited programs are accepted by the American Nurses Credentialing Center (ANCC). CES is also approved by the California Board of Registered Nursing (Provider Number CEP15567) to provide CE credit to California nurses. NOTE: DO NOT SEND THIS CERTIFICATE TO THE YOUR BOARD OF NURSING. PLEASE RETAIN ALL CERTIFICATES OF COMPLETION FOR SIX (6) YEARS.



# Troubleshooting and FAQs

## **I can't login to the system**

Please login with the same credentials you used in the store (*user name=email address*). You can also reset your password by clicking on "Yes, help me log in" button. If the system refuses to reset your password you are probably not a registered user.

## **I finished the post test. How do I go back to the main screen?**

Use the top navigation in the blue bar to navigate through the course sections and to return to the main screen.

## **I'm not able to print my certificate**

Please make sure you complete all course assignments before attempting to print your certificate. List of all assignments can be found under instructions section

## **I finished the post test and evaluation form but still can't print the certificate**

Please go back to the evaluation form and make sure you didn't miss any question.

## **Can I re-print the certificate at later time?**

Yes, your certificates are being saved in the system and can be re-printed at later time.

## **I participated in a webinar through my company, how do I receive my CE Credit for the program?**

At the end of each webinar our customers receive a follow up email with instructions for additional attendees. Please contact the person who purchased the webinar or contact client services at 301-354-1781.