

**Understanding Small Enterprise 2017 Conference – Denver, CO**  
**October 25-27, 2017**  
**EV2890**

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**How to Obtain Continuing Education**

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Continuing Education for this conference 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 **November 27, 2017** to receive your Continuing Education or your certificate of completion.

**To complete online evaluation:**

- 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.
- Once logged on to CDC TCEO, the **Participant Services** page will display. Select the **Search and Register** link. Select the **CDC Courses** link at the bottom right of the search page.
- The next page will ask for the **CDC Center/Course Code**. The code for this course is **USE2017**. Enter the course code and select **View**.
- Click on the conference name, and the conference information page will display. Scroll down to **Register Here**. Select the type of CE that you would like to receive and then select **Submit**.
- The next page requests demographic information. New participants are required to answer the demographic questions. Returning participants please verify this information and select **Submit**.
- A message will display thanking you for registering for the conference. You will then be prompted to select the sessions that you would like to attend.
- After attending your selected conference sessions return to CDC TCEO. Select **Participant Login** to login.
- The **Participant Services** page will display. Select the **Evaluations and Tests** link. Select **Conferences**. The conference will be listed with the sessions you selected. You may **Add/Edit Sessions** until you have completed the evaluation for a particular session. After completing all of the session evaluations you will be prompted to complete the overall conference evaluation.
- A record of your conference 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, please use the link below to contact:

*CDC/ATSDR Training and Continuing Education Online*  
[Contact TCEO](#) or <https://www2a.cdc.gov/TCEOnline/comments.asp>