CEU Course Information Sheet – How to Register and Receive CEUs

Activity/Course: Executive Skills: Practical Strategies for Assessment and Intervention

Webpage URL:
https://www.enrole.com/usmmaine/jsp/session.jsp?sessionId=CEXECUTIVE_EDIS3021_SU19&courseId=C_EXECUTIVESKILLS&categoryId=10032

Instructor: Margaret (Peg) Dawson

Registration Fee: $600

Approved CEUs: 3.5

Start Date: August 8, 2019

Completion Date: August 14, 2019

Location: Wishcamper 203, USM Portland

Student Instructions:

1. Register before the beginning of the course (at least 7 days prior is the best).
2. Go to the webpage with the URL provided and view your course.
3. Click on “Add to Cart” at the bottom of the page.
4. Click on “Add Attendee” when the shopping cart appears.
5. You will be asked to create a student account or to login into your existing account (if you have used this system before)
6. If you created an account, click on “Submit” (this will bring you back to the shopping cart)
7. Click on “Checkout”
8. Fill out Billing Information and Submit Order
9. Once payment is submitted, the system will indicate that payment went through successfully. If successful, you will receive a confirmation email from our system to your email address shortly.
   Please make sure to check your junk mail/spam mail folder if it doesn’t show up in your inbox.
10. You will receive an email confirmation when the course is complete and your attendance has been recorded. You may then request a transcript.

Your CEUs will remain in your online student account permanently. You can view the courses you have taken at any time. Please contact us at 207-780-5900 if you need assistance with this process.