

ONLINE TRAINING TUTORIAL

- 1) Go to www.ce-classes.com
- 2) First time users, Log in by clicking on the big blue “Register Now” button (register as a student).
- 3) Enter your demographic data, ensure that your email address is correct, (the @tsnemail.com is automatically entered, DO NOT type it in), click on the Register Button, you will be returned to the home page.
- 4) Check your email as your password will be sent to you.
- 5) On the right-hand side of the homepage, enter your TSN email address as your username.
- 6) Enter your password from the email you received from ce-classes.com.
- 7) Click “Log In” button.
- 8) A successful log-in will result in a personalized welcome message on the right-hand side of the homepage.
- 9) You may now visit your employee file to see your training progress.
- 10) Click on the CEU Courses tab on the left side of the page, you will be taken to the Course Offerings page.
- 11) Once there, you will see the required courses in the top section of the page. At present there is only one course listed. Other courses (not required, available to you at your own cost) are shown in the lower section of the page.
- 12) Choose Course # 247 – Aggression Control Recognition, Proactive Approaches and Diffusion.
- 13) Upon arriving at any course, you will see Course Description with information about the course (objectives, credit value, # of exam questions, etc.) and a link to “get course materials” and “print exam”. In essence, these are “open-book” exams.
- 14) Take a look around. Scroll to the bottom of the course description page and you will see the exam questions listed. **Ignore the Exam Fee area for all required courses.** There is no cost for you to take this course.
- 15) Click either of the “get course materials” links to get started. When you click “get course materials”, the materials will open in one of several formats: Word documents, PDF files, PowerPoint, or online web pages. The Aggression Control course is in a PowerPoint format.
- 16) You may then begin the course, scroll through the slides.
- 17) When you feel you are ready, click the “take exam” link, answer the questions and click “submit exam”
- 18) Your exam will immediately be scored and you will be notified as to whether you passed or failed
- 19) **If you passed**, click the “print your certificate here” link
 - a) Complete post-exam evaluation no credit is given unless you complete the evaluation form completely.
 - b) Print certificate. Keep a copy for your records and forward a copy to Julie for inclusion in your Employee File
- 20) **If you did not receive a passing grade**, you will be taken to a page showing which answers were incorrect. You will be offered an opportunity to retake the exam. **You can only take the test 3 times.** After which you must contact Julie and possibly have to pay to retake the exam. The most common reason for not passing is failing to read the material.