



Mississippi State University
Center for Continuing Education, CEU
Department
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Participant CEU Registration/Application Instructions

Course Number: _____

Course Title: _____

Course Date(s): _____ **Registration Deadline: _____

CEUS Awarded: _____

In order to register for and obtain your CEUs for this course, you will need to follow these instructions:

1. Go to <https://ce.msucare.com>
2. Choose the **Course Catalog** tab.
3. You will then see the categories of the course catalog. You will choose **CEU Registration**.
4. The current course listings will appear. Choose the **Course Title** that is listed above.
5. This screen shows each section of the course that was offered. Using the **Course Number** listed above, choose the correct section of your course.
6. Choose **Add to Cart**.
7. You will now either **Create New Account** or **Sign in to Existing Account**.
When creating an account, MSU suggests you use an email address that will not likely change. Another suggestion is to use your first name and birthday as your username. (Ex: ashley0826).
8. Once you have created or signed in to your account, you will be directed to your Shopping Cart. After checking your order for accuracy, you will choose **Check Out**.
9. Once you select your **Payment Method** and enter your information, you will be led to a confirmation page. Once your payment is verified, you should receive an email stating the status of your order.

Important Points to Note:

- Certificates will be delivered electronically. Once your certificate has been processed, you may retrieve your certificate by **logging** in and going to **my account**. You may view and/or print your certificate from the **certificates list** in the menu box.
- Although you may register for CEUs beginning on the course date, certificates will not be awarded until the instructor and/or sponsor of the course has submitted verification paperwork.

IMPORTANT!!!!!!

****This course will close TWO WEEKS from the course date. After the registration deadline, you will no longer be able to obtain CEUs for this course.**