

How To Apply for a C.E. Certificate

You need not attend the live teleclass to apply for a certificate. The recordings of the teleclasses are available on-line, and in some cases on CD and cassette. As long as you have absorbed the teleclass material in one of these ways, you qualify to receive a certificate. The Certificates are issued jointly by Webber Training and the University of Ottawa's Centre for Research on Environmental Microbiology.

To Apply for a C.E. Certificate:

1. Connect to www.webbertraining.com and log in to your Member's Page. (Click on Member Login, enter your Username and Password. If you have forgotten your Username and Password, click on Forgot Your Password.) If you are not yet a Webber Training Member click on New Member Registration (see also "How To Register as a New Member").
2. In your Member's Page, click on Certificate Manager.
3. Choose a teleclass in which you recently participated and click on the link "Get Certificate" beside that topic title.
4. You will now be on the certificate application page. Make sure that your name is spelled the way that you want it to show on the certificate. Click if you participated in the teleclass live, by recording, or by transcript. Answer the 2 questions. Check the box to certify that you did participate in the teleclass and that your answers to these questions can be made available to your employer or certifying body if requested.
5. You are entitled to 2 free certificates as noted at the bottom of the screen. If you are applying for certificates after your 2 free ones there is a nominal charge of \$10 each.
6. Your Certificate application will be reviewed over the next 24 hours and assuming that your answers are acceptable a certificate will be issued to your Member's Page.
7. To access the certificate, log in to your Member's Page after the 24-hour period and you will see a certificate icon beside the teleclass topic. It will be forever posted there. Print the certificate in black and white or in colour, on designer paper or plain old white.

If you have questions, please contact Paul Webber paul@webbertraining.com