

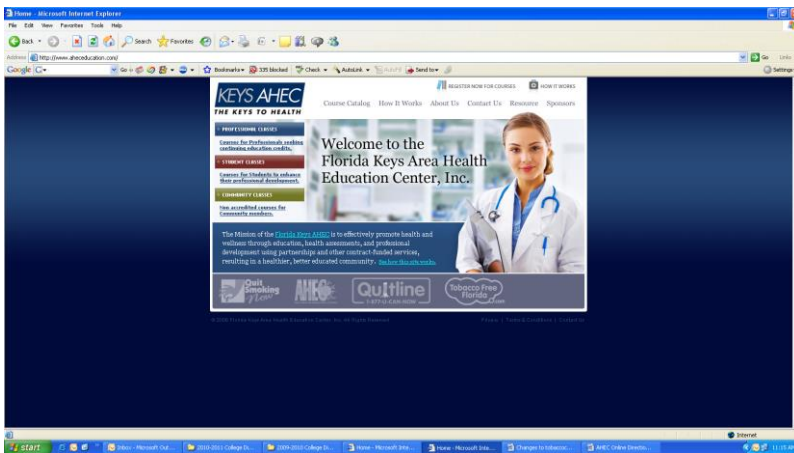


www.aheceducation.com

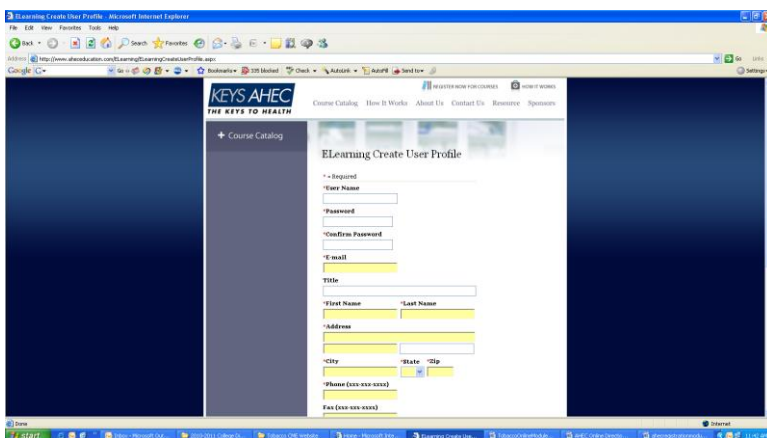
Online Module Directions for Health Care Professionals

The Florida AHEC Network is pleased to provide access to a suite of online tobacco education and cessation modules. Various CE/CEU is available for Florida health care providers.

1. Visit the website www.aheceducation.com
 - a. Please note, before accessing the online modules, your computer will need to have Windows Media Player (for the audio/visual component of the course) & Adobe Reader (for the PDF documents).

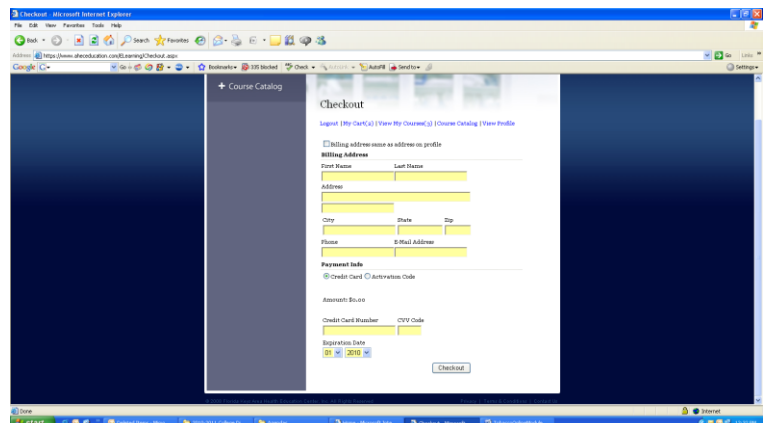
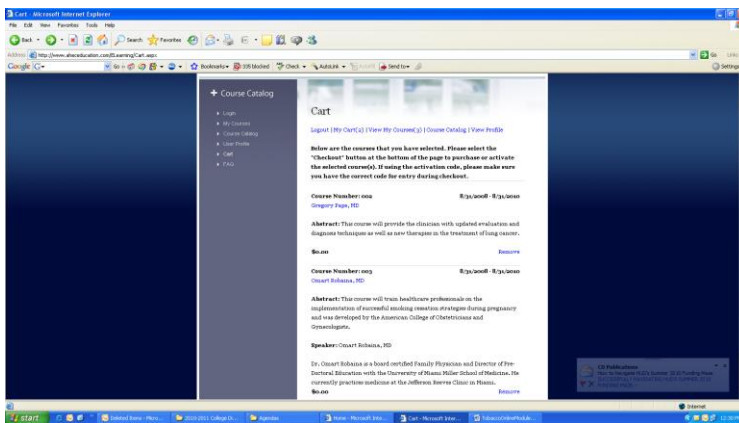


2. Select the blue tab on the left hand side: **Professional Classes-courses for professionals seeking continuing education credits.**
3. Before you are able to access the modules, you must first create a Login so select the tab **Create Elearning Profile** (You may want to write down the User Name & Password you select for future access).



- a. Complete information in all boxes
 - i. Please make sure you enter your correct professional license number if seeking continuing education credits

- ii. The information you input in to the system is secure and will only be utilized by the Florida Keys AHEC (FKAHEC) for reporting purposes and processing continuing education credits
 - b. Upon completing all of these tabs, select **Create User**
4. At the top of the screen select tab: **Course Catalog**
 - a. Select the category: **FSU CE for MMA Health Providers**
 - i. Under: **Available Courses** there are a total of 1 modules listed:
Using Motivational Interviewing in Care Coordination
 - ii. Each module is approximately 60 minutes in length and there is no cost to access the modules.
5. Select each module individually by name
 - a. When you click on each module, the course details will then be provided including abstract, speaker information, etc.
 - b. Please read each course session description carefully to identify which professional accreditation continuing education credits will be offered.
 - i. Scroll all the way down to the bottom of this screen & select the tab: **Add to Cart**
 - c. You will need to select each of the following modules individually and select the tab: **Add to Cart** for ALL of the modules you are interested in accessing.
 - d. Under the tab **My Cart** when it shows you have added all of your modules to your cart, scroll to the bottom of the screen & select the tab **Check Out**.



6. Under Checkout, select the check box at the top **Billing address same as address on file**
 - a. Once the box is checked it will automatically default to the address you previously entered under your profile
 - b. Under **Payment**, select the **Activation Code** button
 - i. An **Activation Box** will appear and you will need to enter the code: **tab001** (please note activation code is case sensitive)
7. You will then be directed to **My Current Courses** where you can begin selecting the modules to view.
 - a. Select one of the modules & click on the **Course Number** to begin taking the pretest
 - b. Upon completing the pretest, you will be provided your % score and the questions you answered wrong
 - c. After viewing this, select the tab **Continue to Lesson**
8. You will be directed to the page **Lesson Display** where the goals, objectives, etc. are included.
 - a. Scroll down to the bottom of the screen and select the tab **Lesson** to begin (this is the video)
 - b. Upon completing the lesson, select the tab **Take Exam**
 - i. You must receive a 80% or higher to pass and complete the module
 - c. One you have successfully passed the exam, select the tab **Take Survey**
 - i. Answer the course survey & select **Submit**
 - d. You will then be directed to the Course Certificate screen and select **View Certificate**

- i. A PDF screen will appear with the option to print and/or save the document (it is recommended you do both for your records)
 - ii. Certificates will contain course title, date completed, name, profession, number of credit hours awarded and accreditation statements for each profession. The Florida Keys AHEC will then send electronically a report (monthly) to CE Broker to record your information. Please make sure your license number is correct as we are not responsible for numbers submitted in error
9. If you already to begin your next module, select the tab **View My Courses** and continue by clicking on the next module. Follow the same steps 5-8 again for each module.
10. When you have completed all of the modules & steps, or to resume at another time, select the **Log Out** tab
 - a. When you are ready to access the website again login by selecting the **Professional Classes** tab and then entering your User Name & Password which you previously assigned yourself.
 - b. Upon logging in, select the tab **View My Courses** to continue accessing your modules until every model is complete and your score is included by each module.

If you have any questions/concerns about this website or if you have any problems activating a session, please contact the Florida Keys AHEC immediately at 305-743-7111 ext. 203 or aheceducation@fkahec.org