UTHSC Preceptor Trainings

1. Please log into CE Now, https://cenow.uthsc.edu, and create a user account for free. Please keep your username and password in a place you will remember. Below are step by step instructions to help.

   *Steps to create an account if you are **not an employee** of UTHSC:*

   https://cenow.uthsc.edu/content/ce-now-registration-visitor-accounts-non-uthsc

   UTHSC Learners: (you will use your single sign on)

   https://cenow.uthsc.edu/content/ce-now-registration-uthsc-faculty-staff-sso

2. To access Preceptor trainings, follow one of the options below:
   a. Log into your CE Now account before clicking links below.
      i. **Preceptor Training**, https://cenow.uthsc.edu/content/preceptor-training
      ii. **Preceptor Training for the Advanced Practice Nurse**, https://cenow.uthsc.edu/preceptor_training_apn
   b. Log into your CE Now account and search "Preceptor" in search bar.
   c. Log into your CE Now account and click Enduring, online courses under Current Offerings to find the offerings.

3. If you are unable to complete the course in one sitting, you will always be able to return to the course by following the directions below.
   a. Log into CE Now
   b. Click on "My Account"
   c. Click on "My Activities"
   d. If incomplete, you will find the course under "Pending activities" and can resume.

4. After completing the course, follow the course outline on the left of the page to claim credits and receive your certificate.

5. Your certificate will be saved in your transcripts under "My Account". To access your certificates, go to "My Profile" and "Transcript" is listed. When you click on "Transcript" you should see the certificate next to the course you completed.

As you can see, there are many ways to access the course. If you have any trouble or need assistance at any time, reach out to Karen Nellis, knellis@uthsc.edu.