UNIVERSITY OF SOUTHERN INDIANA®

Indiana SPARK Learning Lab Trainings:
How to Register for CEUs

*Be sure you have completed the first step by submitting your certificate of completion for each CEU request at **usi.edu/spark**. Training completion MUST be verified by USI before completing the registration process, below.*

1. **Visit www.usi.edu/sparkregistration**
2. **Select the title of the training you completed, below.**

SPARK! Establishing Routines for Infants and Toddlers that Promote Health and Safety Online (SPK 101)
SPARK! Financial Health: Financial Goals and Cost Benefit Analysis Online (SPK 102)
SPARK! Authentic Assessment in Early Childhood Settings Online (SPK 103)
SPARK! Managing Challenging Behavior in Child Care Settings Online (SPK 104)
SPARK! Setting the Stage for Positive Behavior in School-Age Settings Online (SPK 105)
SPARK! Helping School-Age Children Express Their Feelings Online (SPK 106)
SPARK! Financial Health: Elements of Budgeting Online (SPK 107)
SPARK! Building Routines to Meet the Needs of Infants and Toddlers Online (SPK 108)
SPARK! Reframing and Responding to Behaviors that Challenge You-Part 1 (Online) (SPK 109)
SPARK! Reframing and Responding to Behaviors that Challenge You-Part 2 (Online) (SPK 110)

3. **On the next page, you will see several sections. Each section is a full year in length, from July 1 of one year to June 30 of the following year. [IMPORTANT] Click the blue "Add to Cart" button for the course section that corresponds to the date you completed your training.**

4. **Click Check Out**

5. **Returning customers should log into their existing CampusCE accounts.**
   New customers should complete the fields under Create New Account; then click on the blue "Create Account" button.

   [IMPORTANT] Save this log-in information as you will need it again for future CEU registration as well as to download each certificate.

6. **If a message displays that a username has already been used, select a different username. Then select the "Create Account" button once you've re-entered your password and email address.**

SIGN IN

You must sign in to your account to register for courses.

- If you do not have an account, you can **create a new account** by specifying a username, password and email address.
- **Sign in** to an existing account by entering your username and password.

If you wish to register another person (child, spouse, etc.) please sign out of your account and create an account for that person or sign into that person's account.

When creating your username:

- Choose something unique to you.
- It must be a minimum of six characters and maximum of 40 characters with no space.
- You may use any combination of letters and numbers.
- Username is not case-sensitive.

When creating your password:

- Choose something unique to you.
- It must be a minimum of six characters.
- You may use any combination of upper and lower case letters, numbers and special characters (!@#$%^&*-+=|<>?/\).
- Password is case-sensitive and must be entered exactly the same way each time.

Sign In to Existing Account

Username:

Password:

Sign In

Find My Username
Reset My Password

Create New Account

Username:

Password:

Retype password:

Email:

Retype email:

Create Account

CONNECT WITH US! #ScreaglePride

- 8600 University Blvd, Evansville IN 47712
  812-464-8600

Calendar
Employment
Emergency Info

Campus Map
Virtual Tour
A-Z Sitemap

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7. <u>**New customers**</u> **will be asked to complete the Create New Account form. Click the Submit button once finished answering the account creation questions.**
   <u>**Returning customers**</u> **can skip to Step 8.**

CREATE NEW ACCOUNT: MY INFORMATION

Enter your contact information and click Submit.

Required fields are indicated by an asterisk (*)

Title:	None ▼
* First name:	
Initial:	
* Last name:	
Employer:	
* Address 1:	
Address 2:	
* City:	
* State :	Indiana ▼
* Zip Code:	
* Day phone:	[ ] [ ] - [ ] Ext. [ ]
Eve phone:	[ ] [ ] - [ ] Ext. [ ]
* Mobile:	[ ] [ ] - [ ]
* Date Of Birth:	
	(MM/DD/YYYY)
Occupation:	
Secret Question:	Select a Question from the list ▼
Secret Answer:	
Gender:	No Answer ▼

☐ Check here to opt-out of occasional emails about upcoming Lifelong Learning programs.

Submit

8. **Both new and returning users should be in the Shopping Cart area and see the course in the cart.**
9. **[IMPORTANT] If you need CEUs for more than one course, select "USI LIFELONG LEARNING" in the upper right-hand corner.**

a. You will land on **usi.edu/lifelonglearning**
b. Select the **Professional Development** tile

c. Under the Education heading, select **SPARK Learning Lab – CEUs for Early Childhood Educators**
d. You'll return to **usi.edu/sparkregistration**, where you can proceed to select a different course and add the correct section to your cart, based on the year you completed the training.
e. Repeat as many times as needed.

10. **Once you've finished adding course sections to your cart, select Check Out to proceed to the payment screen.**

Shopping Cart

Preview the items in your cart. When you are ready to purchase, click Check Out.

Item	Price	Details
SPARK! Authentic Early Assessment in Early Childhood Settings - Online Section 001 12:00 AM-12:00 AM 1/1/2021-6/30/2025 1 Sessions WEB, Room: Asynchronous Instructor:	$15.00	Remove item
TOTAL:	$15.00	

How did you hear about us?

--Select One-- ▼

Check Out

11. **Next, you will see an information summary screen.**

CHECK OUT : MY INFORMATION

Enter your contact information and click Next.

Required fields are indicated by an asterisk (*)

Title: None ▼

* First name:

Initial:

* Last name:

Employer:

* Address 1:

Address 2:

* City:

* State :

* Zip Code:

* Day phone:

Eve phone:

* Date Of Birth:

E-mail:

☑

Check here to o

12. **Select Next (promo codes are not available for CEU registrations)**

CHECK OUT : APPLY PROMO CODES
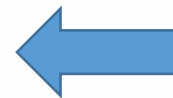
On this page, you can apply promo codes. Click the next button to continue.

Promo Code:

Apply

1: Registration
2: My Information
3: Apply promo codes

Previous **Next**

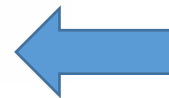**13. Select your payment method and click Next**

CHECK OUT : PAYMENT METHOD

Choose a method of payment, enter the appropriate information and click Next.

If you are paying by check, please call USI Outreach and Engagement at 812-464-1989 . If you are paying by USI employee fee waiver, please continue until you are prompted to enter your payment information, then complete the employee waiver form.

Payment type: Credit or Debit Card ▾

Previous   Next

14. Enter payment information and click Next.
   Note a checkbox is available if your contact information is the same as your billing information.

CHECK OUT : BILLING INFORMATION

Enter your billing information and click Next.

☐ My contact and billing information are the same
Required fields are indicated by an asterisk (*)

Title:	None ▾
* First name:	
Initial:	
* Last name:	
* Address 1:	
Address 2:	
* City:	
* State :	Indiana ▾
* Zip Code:	
* Day phone:	Ext.
Eve phone:	Ext.
E-mail:	

Previous   Next

15. Review your order and select Purchase.

Check Out: Purchase

Verify that your order, billing address and payment information are correct. Click Purchase to submit your order.

1: Registration
2: My Information
3: Apply promo codes
4: Payment Method
5: Billing Information
6: Purchase

Item	Price	Details
SPARK! Authentic Early Assessment in Early Childhood Settings - Online Section 001 12:00 AM-12:00 AM 1/1/2021-6/30/2025 1 Sessions WEB, Room: Asynchronous Instructor:	$15.00	

Subtotal:$15.00
Balance:$15.00

Billing information   Change   Payment information   Change

Previous   Purchase

16. You will receive several confirmation emails from USI Outreach & Engagement verifying that you have an account in our CampusCE system. You also will receive an email with the subject line, "Your registration has been confirmed." The email shows the name of the course and the dollar amount paid.

17. Within ten business days, you will receive an email from outreach@usi.edu notifying you that your CEU certificate is available in CampusCE.
   a. Detailed directions will be included in the body of the email.
   b. The CampusCE login page is here:
      https://www.campusce.net/usi/account/Signin.aspx

Questions? Outreach & Engagement is open from 8 a.m.-4:30 p.m. Central time and can be reached at 812-464-1989 or outreach@usi.edu