




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.



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SPARK! Establishing Routines for Infants and Toddlers that Promote Health and Safety - Online

Explore the developmental needs of infants and toddlers as it relates to establishing routines for their health and safety requirements. In particular, incorporate routines to support infant and toddler feeding, safe and healthy sleep environments, and diapering and toilet training.

Print Course Information
Email To A Friend

SPARK! Establishing Routines for Infants and Toddlers that Promote Health and Safety - Online - SPK101-001

Date: 7/1/2019 - 6/30/2020
Contact Hours: 1
Fee: \$15.00


Add this section to your cart if you completed the above training between 7/1/2019 and 6/30/2020.

Add To Cart

SPARK! Establishing Routines for Infants and Toddlers that Promote Health and Safety - Online - SPK101-002

Date: 7/1/2020 - 6/30/2021
Contact Hours: 1
Fee: \$15.00

Add this section to your cart if you completed the above training between 7/1/2020 and 6/30/2021.



Add To Cart

SPARK! Establishing Routines for Infants and Toddlers that Promote Health and Safety - Online - SPK101-003

Date: 7/1/2021 - 6/30/2022
Contact Hours: 1
Fee: \$15.00

Add this section to your cart if you completed the above training between 7/1/2021 and 6/30/2022.

Add To Cart

SPARK! Establishing Routines for Infants and Toddlers that Promote Health and Safety - Online - SPK101-004

Date: 7/1/2022 - 6/30/2023
Contact Hours: 1
Fee: \$15.00

Add this section to your cart if you completed the above training between 7/1/2022 and 6/30/2023.

Add To Cart

4. Click Check Out

UNIVERSITY OF SOUTHERN INDIANA

USI LIFELONG LEARNING | SIGN IN | VIEW C

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](#)

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

[Privacy Policy](#)
[Terms And Conditions](#)

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](#)



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

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[Virtual Tour](#)
[A-Z Sitemap](#)



7. **New customers** will be asked to complete the Create New Account form. Click the **Submit button** once finished answering the account creation questions.
Returning customers 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:	<input type="text"/>	
Initial:	<input type="text"/>	
* Last name:	<input type="text"/>	
Employer:	<input type="text"/>	
* Address 1:	<input type="text"/>	
Address 2:	<input type="text"/>	
* City:	<input type="text"/>	
* State :	Indiana	▼

* Zip Code:	<input type="text"/>					
* Day phone:	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	Ext.	<input type="text"/>
Eve phone:	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	Ext.	<input type="text"/>
* Mobile:	<input type="text"/>	<input type="text"/>	-	<input type="text"/>		
* Date Of Birth:	<input type="text"/>					
	(MM/DD/YYYY)					
Occupation:	<input type="text"/>					
Secret Question:	Select a Question from the list ▼					
Secret Answer:	<input type="text"/>					
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.

WELCOME, JACLYN

[USI LIFELONG LEARNING](#) | [VIEW CART](#) | [MY ACCOUNT](#) | [HELP](#) | [SIGN OUT](#)

Shopping Cart

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



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

Students Parents Faculty/Staff Alumni Community

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Lifelong Learning

Outreach and Engagement ▾ Lifelong Learning ▾

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Current Virtual Catalog

A wide range of noncredit programs for adults, working professionals and kids are available through USI Outreach and Engagement. Lifelong Learning courses are open to anyone in the community regardless of educational background. All courses are presented in a noncompetitive and informal atmosphere where interest in learning is the primary consideration. No grades are assigned and formal admission to the University is not required for course registration.

Many Lifelong Learning courses are available for Continuing Education Units (CEUs). Certificates are offered for added credibility as professionals continue to grow in their field.

Online noncredit and certification courses are available 24/7.

Click the course category for a detailed list of courses.

Professional Development

Personal Enrichment

Fitness and Recreation

- 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:

* 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 opt out of receiving emails from us

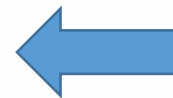
12. Select Next (**promo codes are not available for CEU registrations**)

CHECK OUT : APPLY PROMO CODES

On this page, you can apply promo codes. Click the next button to continue.

Promo Code:

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



13. Select your payment method and click Next

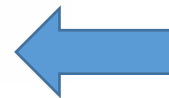
CHECK OUT : PAYMENT METHOD

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:

[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:

* First name:

Initial:

* Last name:

* Address 1:

Address 2:

* City:

* State :

* 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.

- Detailed directions will be included in the body of the email.
- 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