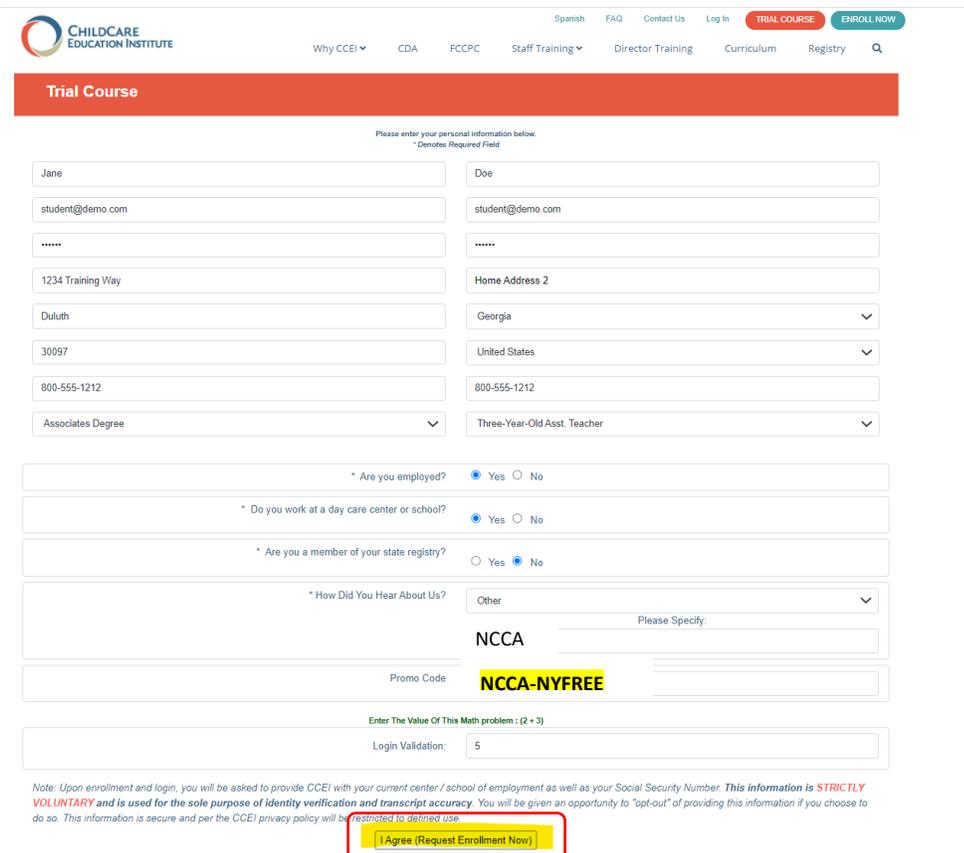


To access the **free course** (CCEI954: Building a Team Environment or ESP_CCEI954: Construir un entorno en el lugar de trabajo que fomente el trabajo en equipo) you will need to have a CCEI training account. To create an account:

1. Visit the CCEI website at www.cceionline.com and click the **Trial Course** button at the top-right side of the page.



2. Complete all the required information on the Trial Course page. In the Promo Code field type the word **NCCA-NYFREE** for the English course and **NCCA-ESPNYFREE** for the Spanish course and click the **I Agree (Request Enrollment Now)** button at the bottom of the page.



CHILD CARE EDUCATION INSTITUTE

Spanish FAQ Contact Us Log In TRIAL COURSE ENROLL NOW

Why CCEI CDA FCCPC Staff Training Director Training Curriculum Registry

Trial Course

Please enter your personal information below.
*Denotes Required Field

Jane Doe
student@demo.com student@demo.com

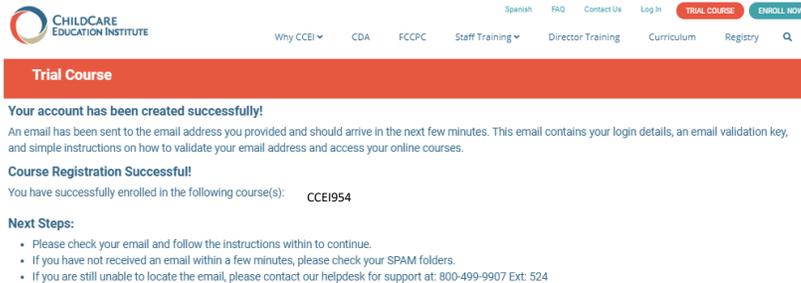
1234 Training Way Home Address 2
Duluth Georgia
30097 United States
800-555-1212 800-555-1212
Associates Degree Three-Year-Old Asst. Teacher

* Are you employed? Yes No
* Do you work at a day care center or school? Yes No
* Are you a member of your state registry? Yes No
* How Did You Hear About Us? Other Please Specify:
NCCA
Promo Code **NCCA-NYFREE**
Enter The Value Of This Math problem : (2 + 3)
Login Validation: 5

Note: Upon enrollment and login, you will be asked to provide CCEI with your current center / school of employment as well as your Social Security Number. This information is **STRICTLY VOLUNTARY** and is used for the sole purpose of identity verification and transcript accuracy. You will be given an opportunity to "opt-out" of providing this information if you choose to do so. This information is secure and per the CCEI privacy policy will be restricted to defined use.

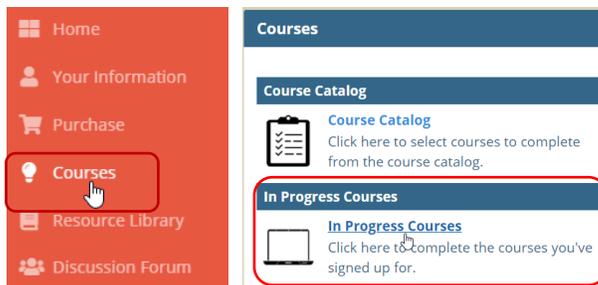
I Agree (Request Enrollment Now)

- You will receive confirmation that your account was created successfully and that the trial course for the month and the free CCEI954: Building a Team Environment or ESP_CCEI954: Construir un entorno en el lugar de trabajo que fomente el trabajo en equipo courses have been assigned. The confirmation provides the next steps.



The confirmation provides the next steps which include the following:

- Check your email for a validation email. The validation email includes your username, password, and an email validation link that must be clicked to proceed.
 - Once you have validated your email address you can log into the system.
 - Upon logging in the first time you must provide updates to your demographic information. Anything with a  requires a response, even if the response is you **Do Not Wish To Provide** information.
 - Once all information is complete you may access the training.
- To access the training click Courses on the navigation menu, then In Progress Courses on the Courses page.



- From the **In Progress Courses** page click the **Begin Course** link under the CCEI954 or ESP_CCEI954 course title to start learning.



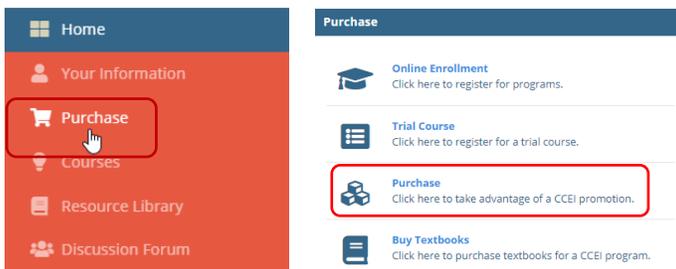
If you already have an account in the CCEI Learning Management System, follow these instructions to take advantage of the free course:

1. Visit the CCEI LMS system (www.cceifame.com) and log into your CCEI account with your username and password.

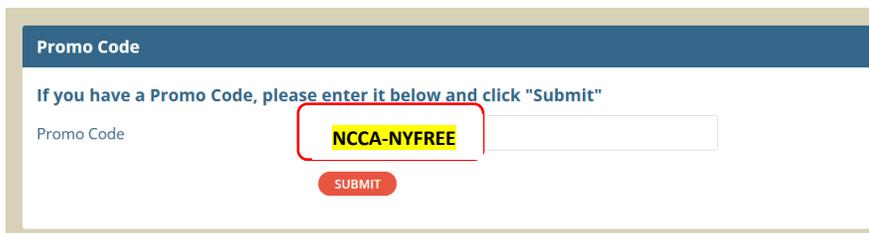


A screenshot of the CCEI LMS login page. It features a text input field for the email address containing 'cceitestuser@gmail.com', a password field with masked characters, and a 'Login Validation' field containing the number '7533'. Below the validation field, there is a small text prompt: 'Validate by entering the number provided below' and the number '7533' next to a refresh icon. A red 'Login' button is at the bottom.

2. Click the **Purchase** link on the navigation menu then the **Purchase** link on the **Purchase** page.

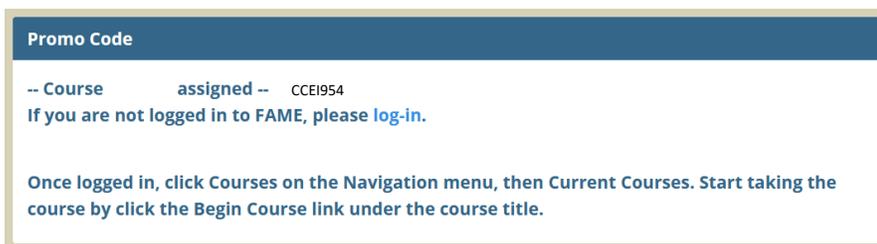


3. Type the word **NCCA-NYFREE** or **NCCA-ESPNYFREE** in the **Promo Code** field and click **Submit**.



A screenshot of the 'Promo Code' section in the CCEI LMS. It has a blue header with the text 'Promo Code'. Below the header, it says 'If you have a Promo Code, please enter it below and click "Submit"'. There is a text input field for the promo code, which contains 'NCCA-NYFREE' and is highlighted with a red box. Below the input field is a red 'SUBMIT' button.

4. You will receive confirmation that the course has been assigned and instructions on how to access the course.



A screenshot of the confirmation message in the CCEI LMS. It has a blue header with the text 'Promo Code'. The main content area contains the text: '-- Course assigned -- CCEI954' and 'If you are not logged in to FAME, please log-in.' Below this, there is a paragraph: 'Once logged in, click Courses on the Navigation menu, then Current Courses. Start taking the course by click the Begin Course link under the course title.'