# CAPCSD eLearning Clinical Education Course Information

These courses were developed by CAPCSD to provide continuing education at no charge to our preceptors and supervisors. We currently have four courses and each course has five (5) modules available for CEUS through AAA and ASHA. Course modules contain readings, video tutorials, and interactive learning activities that can be completed on your own schedule. (Courses 3 and 4 are not yet available for AAA credit at this time.)

CAPCSD provides members with the information needed to take advantage of the courses and share access with your selected supervisors/preceptors. It is up to each program how they wish to disseminate the information. A dissemination toolkit is available on the CAPCSD website, [eLearning Courses](https://www.capcsd.org/elearning-courses/) webpage. The documents can be found toward the bottom of the page. We encourage you to personalize and use the documents to inform your clinical preceptors, educators, and supervisors about this opportunity.

## We strongly recommend that each program:

* Identify a member of your program who will become familiar with the registration process and courses so as to assist your supervisors/preceptors as needed
* Develop a plan for disseminating the courses to your institution’s supervisors/preceptors
* Make the courses part of your existing outreach efforts

Access to the Courses

Each learner must create an account and then enroll in a course using enrollment codes specific to each course and type of CEU desired.

**Enrollment codes** are available for all CAPCSD members: login to the membership [InfoHub](https://members.capcsd.org/MIC/Login) on the CAPCSD website and click on the Resources tab. Supervisors/preceptors who are not CAPCSD members must request the enrollment codes from a member program.

Create an Account

To enroll in a CAPCSD eLearning course, you will first need to create an account on the CAPCSD Moodle system. If you have already completed a course offering, log in with your existing account information.

1. Go to the CAPCSD eLearning site at <http://elearning.capcsd.org/>
2. Click on “Create New Account” on the right side under “Is this your first time here?”
3. Fill out the form to create a user login and password using an accessible email address. You will need to click on a link from **within** your email, so be sure you enter your email address correctly.

1. Enter your email account and find the verification message that was sent to you. This message should arrive quickly. If the message does not appear in your inbox, check your spam or junk mail folder. If you do not receive the email, please contact Jen Yurof ([**jyurof@edc.org)**](mailto:jyurof@edc.org)%20) to have your account manually authenticated.
2. In the email message you will be asked to click on a link to confirm your new account. Clicking on this link will log you into the eLearning site.

Enroll in the Course

1. Login to the eLearning site with your account login and password.
2. Click on “CAPCSD Online Learning”.
3. Click on the course of your choice. You must select your desired CEU selection, AAA or ASHA. If you do not want CEUs, you can still engage in the desired aspects of the course but not complete the quiz.
4. Enter the enrollment code provided by your university program to access the course. The enrollment code specific to the course and type of CEU selected is required. The enrollment code is case sensitive. Enter the enrollment code and click “Enroll Me.”
5. You need only enter the enrollment code on your first attempt to access the course. When you return to the site in the future, your course will be listed in the available courses.

## Frequently Asked Questions

Where can a learner get the enrollment codes for the courses?

* Enrollment codes are provided to the CAPCSD members. It is up to each program how they wish to disseminate the enrollment codes. The CAPCSD office does not provide enrollment codes.

Are the enrollment codes case sensitive?

* Yes, the enrollment codes are case sensitive and specific to each URL. Is there a cost for the courses?
* Currently there is no charge from CAPCSD to take the courses.

Can a learner obtain CEU’s from both ASHA and AAA?

* Yes, but the learner must complete the course and accompanying assessment for each of the desired CEU offerings.

Does the learner have to obtain ASHA or AAA CEU’s?

* No, the courses were developed to meet the individual needs of the learner. A learner may elect to print out a certificate of completion.

How long will it take to receive the appropriate CEU’s?

* The ASHA reports are generated on a monthly basis. Please allow 12 weeks for your information to show on the ASHA website. AAA reports are run quarterly, please allow 4 weeks after the quarter you passed the exam for your hours to show up on the AAA website.

Who do I contact if I have questions about the CEU process?

* Please be sure to read all posted instructions regarding CEU’s. If questions remain, contact [admin@capcsd.org.](mailto:admin@capcsd.org)

Why does the learner need a separate URL for each course?

* Each course has its own URL that is specific to the course as well as the type of CEUs you are seeking. That is, the Foundations course has one URL for obtaining ASHA CEUs and a different URL for obtaining AAA CEUs. See above for the correct URL.

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