**Instructions for Accessing CEU Certificates**

The following is for VA employees only.

**Registration/Participation in the Activity Procedure**

1. Length of course: 1 hour
2. Review EES Program Brochure
3. Register for training in TMS
4. View 100% of video via an electronic link provided by Mental Health and Chaplaincy
5. Complete Program Evaluation **no later than 5 weeks after viewing video.**

**Instructions for Completing Registration in TMS**

**Please note: Each VISN/Medical Center has a different set-up in TMS. Please contact your local TMS domain manager with TMS-related questions/issues.**

**Registration:** It is essential that you use the course link and follow the instructions below to register for **Mental Health and Chaplaincy: Knowing Our Stories (Bridging Video 2)** in TMS**.**

Course Link: [Mental Health and Chaplaincy: Knowing Our Stories](https://www.tms.va.gov/learning/user/deeplink_redirect.jsp?linkId=ITEM_DETAILS&componentID=23338&componentTypeID=VA&revisionDate=1414504500000)

**Instructions for Registration:**

1. If you have not registered for the course:
	1. Control-Click on the Course Link above.
	2. Log in to TMS.
	3. On the right side of the page there are 2 buttons (the wording may be different in your facility’s TMS platform): “Go to Content” and “Add to To-Do List.”
2. Select “Add to To-Do List” or “Go to Content” if you want to start the course immediately.
3. After clicking on the “Add to To-Do List” button, the date, time and location for the scheduled offering will appear.
4. Select this program by clicking on the “Register” button to the right of the offering.
5. On the next page, you will click on the “Confirm” button on the upper right side of the page. This will register you and add the training to your To-Do List/No Due Date and you will receive an enrollment email confirmation from TMS.

**Instructions for Completing Evaluation in TMS to Access Accredited Certificate:**

**Please note:  Program evaluations must be completed within *30 days* of the conclusion of the program in order to receive a program certificate**

1. Log in to TMS.
2. If you **have not registered** for the course:
	1. Contact the EES POC listed in this brochure to be registered
3. If you **have registered** for the course:
	1. Use the To-Do List search field in the upper left portion of your To-Do List to locate the item number.
4. Hover over the title and click “View Details.”
5. In the Item Details screen, click the link Go to Content button.
6. Once content is completed, close the window.
7. Click “Return to Online Content Structure.”
8. Click the “Link to Evaluation and Certificate.” **\*Be sure you have completed all the content objects listed before attempting to access the evaluation.**  \*Note: If you don’t see the new window, check behind other open windows.
9. Complete the SEES Evaluation. Once submitted, close the window.
10. Click “Return to Online Content Structure.”
11. There should now be a date next to both links in the Online Content Structure window.
12. Some courses require a Self-Certification to record completion. If there is a Self-Certification link present, click the link and follow the instructions given.

You have now completed your requirements for this course, and the item should be located in your Completed Work.

**To access your Accredited certificate in TMS, please follow the steps below:**

1. From the Home screen in TMS, click on “Completed Work.”
2. Hover the mouse over the title of the program, and click “View Details” in the popup window that appears.   DO NOT click on the “Print Certificate” here – this will give you the generic TMS certificate.
3. In the Completed Work Details screen, you should see a section named “Accreditation Details”
4. Click the “Print Accredited Certificate” button next to your requested Accreditation.

Your Accredited certificate should appear on the screen for you to save or print

**Accreditation/Approval**

The accreditation organizations for this course are listed below.

***Accreditation Council for Continuing Medical Education (ACCME)***

The VA Employee Education System is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

***American Psychological Association (APA)***

The VA Employee Education System (EES) is approved by the American Psychological Association to sponsor continuing education for psychologists. The Employee Education System maintains responsibility for this program and its content.

***Association of Social Work Boards (ASWB)***

VA Employee Education System, Provider Number 1040, is approved as a provider for continuing education by the Association of Social Work Boards, 400 South Ridge Parkway, Suite B, Culpepper, VA 22701. <http://www.aswb.org> ASWB Approval Period: 4/7/13 - 4/7/16. Social workers should contact their regulatory board to determine course approval.

Social workers will receive 1 hour  continuing education clock hours in participating in this course.

**Continuing Education Credit**

***Accreditation Council for Continuing Medical Education (ACCME)***

The VA Employee Education System designates this live activity for a maximum of 19 *AMA PRA Category 1 Credit(s)* ™. Physicians should claim only credit commensurate with the extent of their participation in the activity.

This course provides *Category 1 AMA Physicians Recognition Award*™ CME credit (ACCME) for physicians. **ACCME – NP (or ACCME-Non-Physician)** may be used to provide attendees other than MDs, DOs a certificate that documents their attendance, and indicates that the accredited provider offered *Category 1 AMA Physicians Recognition Award*™ CME credit for the course or activity. ACCME – Non-Physician refers to nurses, physician assistants, and healthcare professionals other than physicians.

***American Psychological Association (APA)***

As an organization approved by the American Psychological Association, the VA Employee Education System is sponsoring this activity for 19 hours of continuing education credit. The Employee Education System maintains responsibility for this program and its content.

***Association of Social Work Boards (ASWB)***

VA Employee Education System, Provider Number 1040, is approved as a provider for continuing education by the Association of Social Work Boards, 400 South Ridge Parkway, Suite B, Culpepper, VA 22701. <http://www.aswb.org> ASWB Approval Period: 4/7/13 - 4/7/16. Social workers should contact their regulatory board to determine course approval.

Social workers will receive 1 hour  continuing education clock hours in participating in this course.

**Statement of Participation**

A certificate of completion will be awarded to participants and accreditation records will be on file at the Employee Education System. In order to receive a certificate of completion from EES, you must register in the TMS, attend 100% of the program and complete the evaluation as directed in SEES, and then: go into your Completed Work, hover over the title, and choose View Details to print your accredited certificate. For ACPE accreditation, participants must provide their Birthdates (month and date) and their NABP e-Profile ID numbers in their Personal Profiles in TMS.