

Continuing Education Program Changes for 2002-2004

- We now have a CD ROM option available. If you choose this option, you will receive your own copy of the courses and quizzes on a CD ROM. You may either choose to complete the quizzes via our website or on the Scantron sheets. To purchase this option, you **MUST** submit the enrollment form by May 31, 2003. Because this is a special purchase item, it will **NOT** be available for purchase after that date.
- We have made exciting new changes to our website. You will now receive feedback on graded quiz answers, you can reprint certificates at anytime, you can print out invoices at your leisure for purchased items, and you can review your CEU course history. In addition, we have added helpful links, a live chat room, a lab forum, professional alerts and magazine & journal links.
- To help keep our costs at a minimum, we ask that if you are submitting multiple single Scantron sheets at a cost of \$5 each that you write only one check for all courses. It's also important to submit checks promptly after they are written. In the past we have had checks returned from the bank because they were written several months prior to submitting them.
- Scantron sheets **MUST** be completed with pencil. Starting this biennium if a Scantron sheet is submitted in pen, it will be returned to you and will need to be resubmitted properly. Pen will not read in the Scantron machine and unfortunately, we do not have the manpower to hand-grade those that are not submitted in the proper format. In addition, we will no longer be accepting the old paper answer sheets (from 1998-2000).
- In an effort to cut down our mailing costs, we will no longer be returning your graded Scantron sheets. Instead, you will receive feedback on an attached sheet, which gives your score for a course and any questions that you may have gotten wrong. As always, it's **important** that you make copies of the answer sheet before submitting it to our office.
- If you give us an email address and password when you sign up (even if you're not doing the unlimited online courses) you will be able to view your CEU history records on our website. You will be able to track whether a course has been received and graded, in addition to, being able to reprint certificates, view your total hours completed and print invoices for purchased items. If you do not have an email address, we suggest that you visit Hotmail.com where you can create a free address. If you choose not to submit this information, you will need to contact our office at a later date if you decide you would like to be able to access your records at that time with the proper information.
- Due to cost effectiveness, we **WILL NOT** be offering cytology courses this biennium in this CEU program. We have not had enough participants to cover our costs in the past years. Techs may still order courses individually from us, however, if they wish.

CONTINUING EDUCATION UNLIMITED

7100-39 Fairway Drive, #306

Palm Beach Gardens, FL 33418

888-423-8462 / 561-775-4944 / Fax: 561-775-4933