



To obtain your CE credits for 'Personal Transformation Institute: 6-Day EMDR Training'

Please follow these steps:
(It may be helpful to print this page)

Register at Ce-classes.com

(If you are already registered, please click the green **Login** link, enter your username and password, and proceed to the next set of instructions.)

- Go to Ce-Classes.com
- Click on the **BLUE** link that says "Register Now" on the top right side of the home page
- Click on Individual / Student Registration
- Complete the student registration form accurately – your certificate for CEs will include information from this form (Name and license number), when you have filled in all of the fields click the button that says "Register"
- The home page will reappear and you will see your name on the right side of the screen under the title "Student Center". If you don't see your name, and/or if you a returning user, go to the home page and log in. Your email address is your log in name. Enter the password you created.

Choose the correct course: #2583 'Personal Transformation Institute: 6-Day EMDR Training'

- Click on the link titled "Course Offerings" to the right of the red CE-Classes.com apple logo
- Using the "Search by Course Number" function, search **2583**, hit enter on your keyboard to accept, and then click the blue search button. Click on course title **#2583 'Personal Transformation Institute: 6-Day EMDR Training'**
- Once there, you can view the course description, with information about the course objectives and credit value

Obtain for your Certificate

- Click on the "[Click here to obtain Continuing Education Certificate](#)" link
- Enter the Keycode: **Provided by PTI**
- This is a one-time use keycode and it is specific to your training
- Click on Validate Keycode button

Complete the course evaluation

- You **must** answer all the questions in the course evaluation in order to earn CEs and print your certificate, if you skip any question you will not be able to print your certificate
- Once you have answered all of the questions on the course evaluation page, click on the button that says submit – your certificate will appear

Print your Certificate

- You can now print, save (download) or email your certificate
- You can log into your student account and reprint a certificate at any time. We maintain records of all of your continuing education courses with Ce-Classes.com for 4 years.

Please let us know if experience any difficulties, we will be happy to help you. You can reach us by email at support@ce-classes.com.

Thank you for using Ce-Classes.com.

Key Code: