



Online CE Course Instructions

Step 1. Browse through our catalog of online coursework.

Check back often, as new courses are added regularly.

To view a summary of the course and objectives, click on “Course Description” beneath the course title. Click on an author’s name to view their biography.

Step 2. Select the course you are interested in completing.

Click on the title that corresponds to the course you would like to complete.

To register and pay for online coursework, select the “Course Registration” link at the bottom of the page. You will be required to complete the Course Registration Form and provide a debit/credit card payment.

You will receive a Confirmation of Registration sent via email to the address provided at the time of registration.

Note: You may read through the course contents prior to enrolling in the course. You will, however, be required to register and pay prior to completing the examination.

Step 3. Complete the course.

On the course page, the Table of Contents will contain each section of the online course. Carefully read through each section of the materials.

Step 4. Complete the course examination.

On the course page, click on the “Examination” link at the bottom of the page to complete the exam. Login may be required.

To log into the examination, please enter the registration number provided in your confirmation. The Online CE Portal requires case-sensitive login information. Please enter your name exactly as it is displayed on your confirmation.

Examinations are timed. If the time limit has been reached, your exam submission may cause an error and time out. If you must step away, it is recommended that you submit your answers and return to complete the exam at a later time.

Important Information about Online CE

Registration fees are non-refundable. Please do not register for a single course more than one time. If you are having trouble accessing your exam, please contact the CE Department during office hours at (714)449-7495 or at any time via email at ce@ketchum.edu. Duplicate course registrations will not be eligible for a refund. No exceptions.