

## Instruction Document: How to Print or Download Your CE Letter of Completion

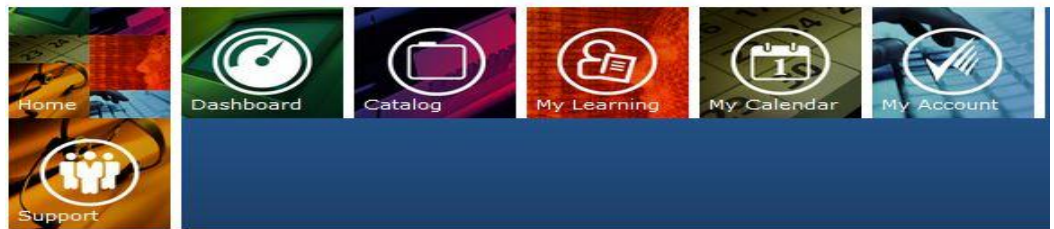
1) When you have completed the post-assessment and the satisfaction survey for your online learning course, you will gain access to your letter of completion.

To access your letter of completion, you will need to navigate to the “My Learning” section by clicking on the “My Learning” box.



The screenshot shows the Behavioral Tech, LLC online training interface. At the top, the logo for Behavioral Tech, LLC and Behavioral Tech Research, Inc. is displayed alongside the text "BEHAVIORAL learning ONLINE TRAINING". Below the logo is a navigation bar with icons for Home, Dashboard, Catalog, My Learning, My Calendar, My Account, and Support. A red arrow points to the "My Learning" icon. Below the navigation bar is a secondary menu with buttons for My Learning, My eBooks, Grade Book, Transcript, Completed/Expired, and Resources / File Cabinet. The main content area is titled "My Learning - My Courses" and includes a legend for course status: Not Started (white circle), In Progress (green circle with arrow), Completed (green checkmark), and Expired (red circle with X). Below the legend is a table with columns for Course Name, Expires, Status, and Options. The footer contains the copyright notice "Copyright © 1996-2014, WestNet Inc." and links for Home, Sign Out, and Support.

2) From this next window, click on the "Completed/Expired" tab.








My Learning | My eBooks | Grade Book | Transcript | **Completed/Expired** | Resources / File Cabinet

### My Learning - Completed/Expired

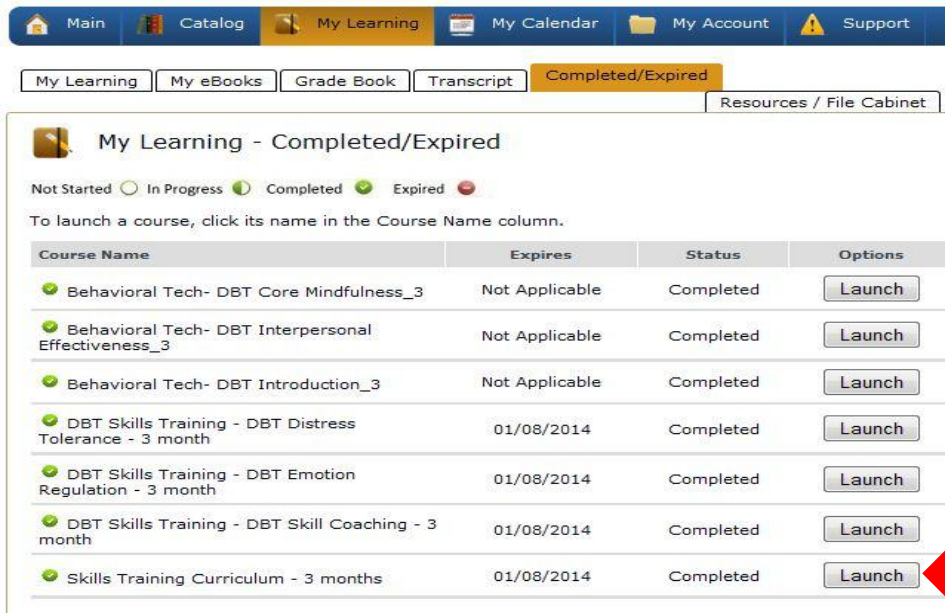
Not Started  In Progress  Completed  Expired

To launch a course, click its name in the Course Name column.

Course Name	Expires	Status	Options
 DBT Skills Course Curriculum (3 months)	04/30/2014	Completed	<input type="button" value="Launch"/>
 DBT Skills Training - DBT Core Mindfulness - 3 month	04/30/2014	Completed	<input type="button" value="Launch"/>
 DBT Skills Training - DBT Distress Tolerance - 3 month	04/30/2014	Completed	<input type="button" value="Launch"/>
 DBT Skills Training - DBT Emotion Regulation - 3 month	04/30/2014	Completed	<input type="button" value="Launch"/>
 DBT Skills Training - DBT Interpersonal Effectiveness - 3 month	04/30/2014	Completed	<input type="button" value="Launch"/>
 DBT Skills Training - DBT Introduction_3	04/30/2014	Completed	<input type="button" value="Launch"/>
 DBT Skills Training - DBT Skill Coaching - 3 month	04/30/2014	Completed	<input type="button" value="Launch"/>



3) Navigate to the course you wish to print a letter of completion for and click on the "Launch" button at the far right.



My Learning | My eBooks | Grade Book | Transcript | **Completed/Expired** | Resources / File Cabinet

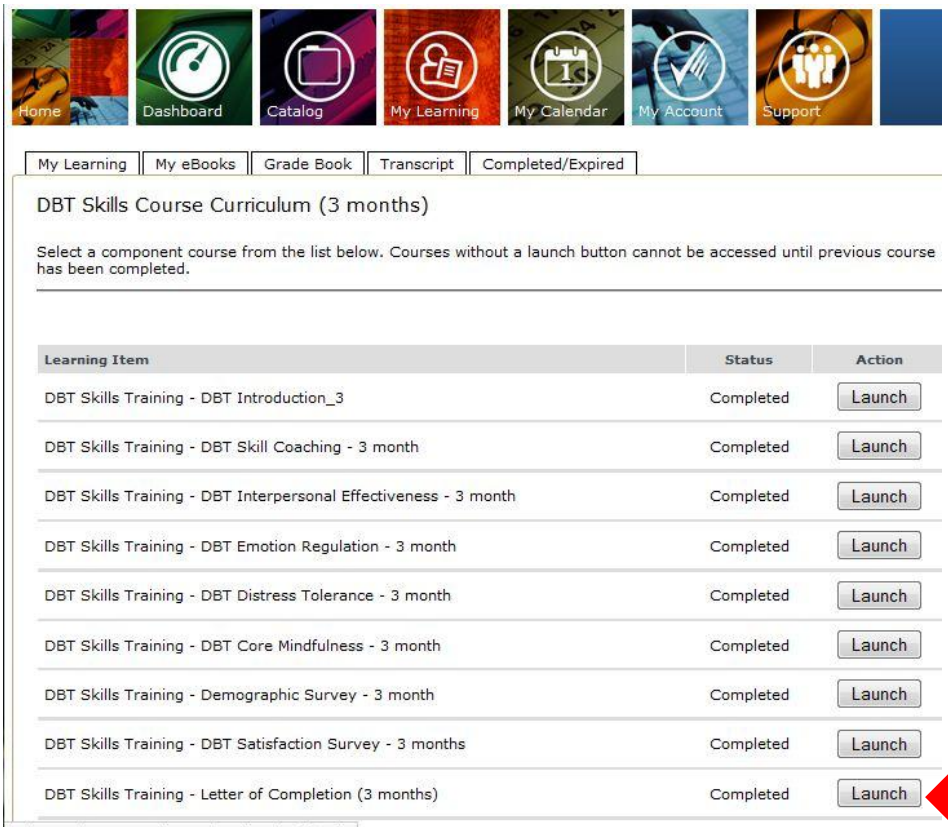
### My Learning - Completed/Expired

Not Started  In Progress  Completed  Expired

To launch a course, click its name in the Course Name column.

Course Name	Expires	Status	Options
Behavioral Tech- DBT Core Mindfulness_3	Not Applicable	Completed	<a href="#">Launch</a>
Behavioral Tech- DBT Interpersonal Effectiveness_3	Not Applicable	Completed	<a href="#">Launch</a>
Behavioral Tech- DBT Introduction_3	Not Applicable	Completed	<a href="#">Launch</a>
DBT Skills Training - DBT Distress Tolerance - 3 month	01/08/2014	Completed	<a href="#">Launch</a>
DBT Skills Training - DBT Emotion Regulation - 3 month	01/08/2014	Completed	<a href="#">Launch</a>
DBT Skills Training - DBT Skill Coaching - 3 month	01/08/2014	Completed	<a href="#">Launch</a>
Skills Training Curriculum - 3 months	01/08/2014	Completed	<a href="#">Launch</a>

4) You will be taken to a new window where you will have the option to select "Letter of Completion."



Home | Dashboard | Catalog | My Learning | My Calendar | My Account | Support

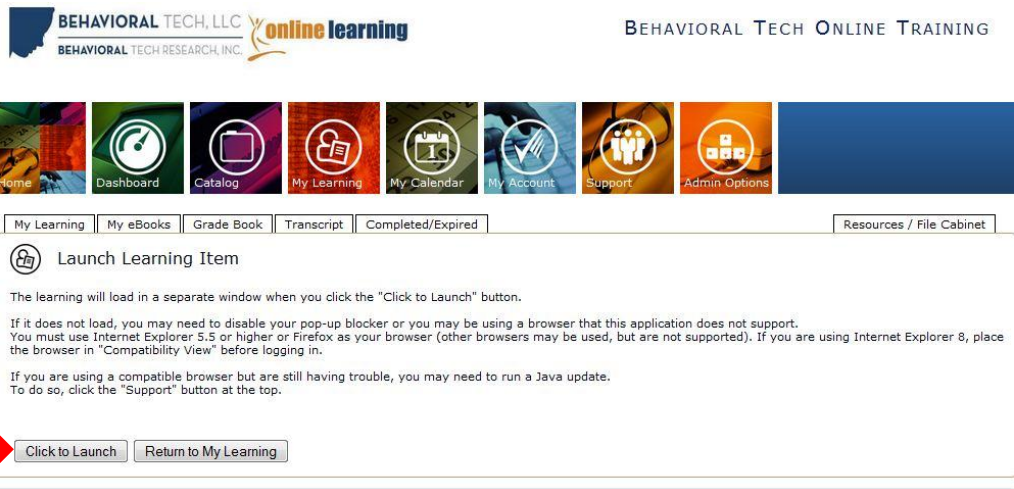
My Learning | My eBooks | Grade Book | Transcript | **Completed/Expired**

### DBT Skills Course Curriculum (3 months)

Select a component course from the list below. Courses without a launch button cannot be accessed until previous course has been completed.

Learning Item	Status	Action
DBT Skills Training - DBT Introduction_3	Completed	<a href="#">Launch</a>
DBT Skills Training - DBT Skill Coaching - 3 month	Completed	<a href="#">Launch</a>
DBT Skills Training - DBT Interpersonal Effectiveness - 3 month	Completed	<a href="#">Launch</a>
DBT Skills Training - DBT Emotion Regulation - 3 month	Completed	<a href="#">Launch</a>
DBT Skills Training - DBT Distress Tolerance - 3 month	Completed	<a href="#">Launch</a>
DBT Skills Training - DBT Core Mindfulness - 3 month	Completed	<a href="#">Launch</a>
DBT Skills Training - Demographic Survey - 3 month	Completed	<a href="#">Launch</a>
DBT Skills Training - DBT Satisfaction Survey - 3 months	Completed	<a href="#">Launch</a>
DBT Skills Training - Letter of Completion (3 months)	Completed	<a href="#">Launch</a>

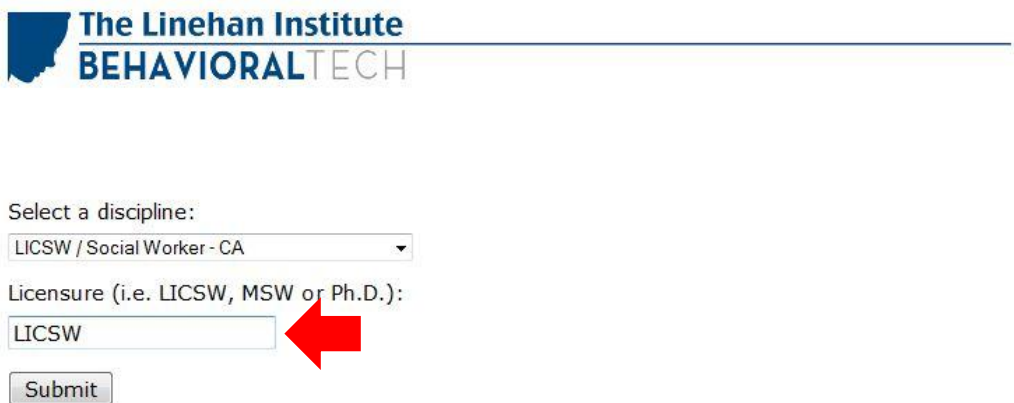
4) After selecting the launch button for your letter of completion, you will see the same window you see right before launching your courses, reminding you of a few general tips concerning web browser options. When you are ready to continue, simply click on the “Click to Launch” button.



5) The website will open a pop-up window that will give you a list of CE Boards that have authorized us to offer continuing education credit to those who have passed the post-assessment. Please enter your professional credentials as you would like them to appear on your letter. Once you have made your selection, you can click on the submit button to proceed.

Whatever you enter in the line for “Licensure” will appear on your letter.

If you do not typically use credentials after your name, please leave this line blank.





Wednesday, April 02, 2014

To Whom It May Concern,

This is to verify that **John Dee**, DBT4UnME, has attended, in its entirety, the following Continuing Education sponsored by Behavioral Tech.

Computer Based Learning  
Online Learning: DBT Skills Training Course

Completed on:  
3/28/2014

Behavioral Tech, LLC is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians. Behavioral Tech designates this educational activity for a maximum of 20 hours in Category 1 credit towards the AMA Physician's Recognition Award. Each physician should claim only those hours of credit that he/she actually spent in the educational activity.

Sincerely,

Director of Training, Director of CE/CME

Linehan Institute — Behavioral Tech | 4746 11th Ave NE Suite 102 | Seattle, WA 98105 |  
Phone 206.675.8588 | [learn@behavioraltech.org](mailto:learn@behavioraltech.org)

6) Once you have done this, the LMS will open your letter of completion.

Press **Ctrl + P** to print your letter.  
Mac users: press **cmd + P**.

You will need to save a copy of this letter to submit to your board for your license renewal.



## Frequently Asked Questions:

### Continuing Education Letter of Completion

Our CE Coordinator is available from 8am to 5pm Pacific time, via phone at 206.675.8588, or email [ceinfo@behavioraltech.org](mailto:ceinfo@behavioraltech.org).

**Q: After I complete the course, how long will it take to get my CEUs?**

Once you have completed the post-assessment with a passing score, and complete a demographic survey and a satisfaction survey (for research purposes), you will find a link in the Learning Management System that will allow you to access your letter of completion immediately. Follow the instructions above to print your letter. This letter of completion will remain available to you, even after your access to the course itself has expired.

**Q: What kinds of CEU's are available?**

DBT Skills Training: <http://behavioraltech.org/ol/ce.cfm>

DBT Validation Principles & Strategies: [http://behavioraltech.org/ol/ce\\_validation.cfm](http://behavioraltech.org/ol/ce_validation.cfm)

DBT Behavioral Chain Analysis: [http://behavioraltech.org/ol/ce\\_chain.cfm](http://behavioraltech.org/ol/ce_chain.cfm)

Transforming Difficult Moments in Therapy: [http://behavioraltech.org/ol/ce\\_tdm.cfm](http://behavioraltech.org/ol/ce_tdm.cfm)

Mastering Anxiety and Panic for Adolescents: [http://behavioraltech.org/ol/ce\\_mapa.cfm](http://behavioraltech.org/ol/ce_mapa.cfm)

Exposure Therapies: [http://behavioraltech.org/ol/ce\\_Foundations\\_Of\\_Exposure\\_Therapies.cfm](http://behavioraltech.org/ol/ce_Foundations_Of_Exposure_Therapies.cfm)

**Q: I opened my letter of completion, but I can't read it.**

The most common solution is to update your Adobe Reader software.

Download your free Adobe Reader here: (<http://www.adobe.com/products/reader/>).

If you still can't read it, please contact us at [learn@behavioraltech.org](mailto:learn@behavioraltech.org), and we can create a letter of completion for you.

**Q: I need CEUs for a board that isn't listed here. Can you make one for me?**

We would love to be able to offer CEU's for each and every board that our users need, however it is just not possible right now. Most healthcare licensing boards have reciprocal relationships with other, larger, licensing boards. Please check with your board to see which, if any, other boards' approval that they will accept as reciprocal.