



## **How to Obtain Your Continuing Education (CE) Contact Hours for this Training**

1. Create a Username & Password at the NYU Silver CE Online Portal:  
<https://sswforms.es.its.nyu.edu/>
2. Log on to the “Continuing Education Online Portal for the NYU Silver School of Social Work” page, click on “All Events & Programs” tab
3. Scroll down & select the program under “Online Learning”
4. Select the CTAC Training you completed
5. Click “Register”
6. Fill in the billing information and click register at the bottom of the page
7. After registering, you will receive a confirmation email with a link to complete the evaluation
8. Once the evaluation is submitted, within 24-48 hours, log back on to NYU Silver CE Online Portal
9. Go to “Your Registrations” at the top of the page
10. Next to the name of the program, you will see “Take Assessment” in red
11. Complete assessment
12. Once the assessment is submitted, you will be prompted to download or print your certificate as needed.

**For Questions:** Call us at 212-998-5973 or email us at [silver.continuingeducation@nyu.edu](mailto:silver.continuingeducation@nyu.edu)

**Recommended Browsers:** Our system works best with Google Chrome or Mozilla Firefox browsers.