Frequently Asked Questions

Need some help finding, attending, or getting credit for a course? Here are answers to the questions we tend to receive. Don't see your question here? Contact us.

How do I find a course?
- If you know the name of the course, you can use the search bar to find the link.
- If you don't know the name of the course, you can use the Keywords function to find courses connected to the topic you're interested in.
- You can also use the Navigation menu on the right side of the page to search for specific topics (e.g. "self-paced", "Chronic Disease", "Vaccines")
- If you're searching for a course you have already enrolled in, you can always find the course link in the welcome email we sent after you registered.

How do I register for a webinar or course?
1. Navigate to nephtc.org and search for desired course; or click on the link to a course (from email or LinkedIn)
2. For new users, create a username and password to log in (free). For existing users, use your username and password to login.
3. Once you have reached the course landing page, scroll to the bottom of the page and click the "enroll me" button (this brings you inside the course).
   a. For a live webinar that has not occurred yet, hit the "register now" button and register using your name and email. You will receive a confirmation and calendar invite.
   b. For a self-paced course or recorded webinar, complete the pre-test if prompted. If there is no pre-test, continue to "View Lesson" and either play the recording or open up the file for the self-paced course.

How do I obtain a certificate of completion for courses I have taken?
1. Log into nephtc.org and navigate to your course landing page. If you don't have the direct link to the course landing page, you can use the search tools at the top of the page.
2. Scroll down the course landing page to the certificate completion area and select "recording or webinar evaluation", then answer the questions for all learning objectives. Follow the prompts to complete all required pages.
3. Once you have completed the evaluation, you can print/download your certificate of completion by clicking the "get your certificate" button.

How do I obtain my credits (e.g. CHEC, NCHEC) after completing a course?
You can apply for continuing education credits on the course landing page after you have completed all course learning activities, including the evaluation and assessment questions.

1. Log into nephtc.org and navigate to your course landing page. If you don't have the direct link to the course landing page, you can use the search tools at the top of the page.
2. Scroll down the course landing page to the certificate completion area and select "recording or webinar evaluation", then answer the questions for all learning objectives. Follow the prompts to complete all required pages.
3. Once you have completed the evaluation, you can print/download your certificate of completion by clicking the "get your certificate" button.
4. Once you have obtained the certificate of completion, click "next activity" for a link to the credits request form.
5. Click the link to access the request form. Fill out all fields then click the submit button on this page to complete the request. Don't forget to click the submit button!
6. You'll receive a confirmation email when your request has been successfully submitted.

What's the difference between a Webinar and a Self-Paced course?
A webinar is a live, interactive training that takes place on a certain date and time. After registering for and participating in a live webinar (see above for information on registering) you must navigate back to the course landing page to obtain a certificate of completion and CHEC credits (see above for info on completion and credits). Webinars are also recorded, allowing you to review the material and obtain a certificate of completion/continuing education credits after the live webinar has taken place.

A Self-Paced course is a course you can take asynchronously/on your own time. These courses typically include a pre-test and post-test within the course module. You access these courses via a SCORM file — an interactive module that will pop up in a new window. Your course completion will be tracked automatically, and any required activities (post-test, common metrics, evaluation, certificate, CHES) will unlock upon completion of the interactive module.