

INSTRUCTIONS FOR PARTICIPATING IN THE NC COMMUNICABLE DISEASE COURSE

Course Instructions

“Introduction to Communicable Disease Surveillance and Investigation in North Carolina”

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- Modules 1 involves listening to lectures, using the online N.C. Communicable Disease Manual, *The Red Book, Control of Communicable Diseases Manual, 19th edition*, and optional readings and other web-linked activities
 - Module 2 consists of regional trainings or webinars TBA that will occur during the course of the year.
 - Module 3 consists of participation in the annual CD Conference normally held in April or May of each year.
1. Establish a free account with Wake AHEC. Go to www.MyAHEC.net Choose “create an account”. Make sure you save your password. If you already have an established account via any of the other AHECs across the state or with Wake AHEC you will not have to set up a new account. By setting up an account in advance, you will only have to enter your name and last 4 digits of your social security number when you access the webinars.
 2. Register for the NC CD Course by going directly to the registration and pre-test link from the Program Alert or by accessing the link embedded within the online NC CD Manual. **Registration and pre-test is a one step process.**

<http://epi.publichealth.nc.gov/cd/lhds/manuals/cd/training.html>
 3. The pre-test is a 1 hour, open book test, completed in SurveyMonkey®. You are not expected to know all of the answers, so give it your best shot! You will most likely see these questions again during the course!
 4. At the end of the pre-test you will be directed to copy and paste a link to the 14 unit webinars. This link can also be found on our webpage @

<http://epi.publichealth.nc.gov/cd/lhds/manuals/cd/training.html>

5. The units are designed to be completed in sequence as lectures may build on topics or concepts presented in previous lectures. Please take the course in sequence. Wake AHEC will be tracking each participant's progress to ensure you complete all units and receive full credit. **No partial credit will be awarded for this course.**
6. Upon opening the link to each unit the projected amount of time it will take to complete the unit will be prominently displayed. You will not be able start and stop the webinar to return at a later date. The only way to get credit for the unit is to listen to the entire webinar in one sitting. Always allow yourself a few extra minutes to complete the "knowledge checks" at the end of each unit.
7. Read through the course Introduction and FAQ's posted on the webpage.

<http://epi.publichealth.nc.gov/cd/lhds/manuals/cd/training.html>
8. Supplemental documents are posted under "Course Materials" on the webpage.
<http://epi.publichealth.nc.gov/cd/lhds/manuals/cd/training.html>
 - a. I recommend printing off the course Table of Contents to keep up with the names of the lecturers and to take any notes for the course evaluation.
 - b. The PowerPoint presentations and scripts are located here as well. They can be downloaded or printed.
 - c. Optional readings and activities for each lecture are also posted in this section.
9. Registration for the NC CD Course will be open continuously. You should however plan to complete Module 1 within 6 months of registration. It is estimated that Module 1 will take 14 hours to complete. Fourteen (14) contact hours will be awarded for completion of Module 1. Continuing education credit for Modules 2 and 3 will be awarded separately.
10. A link to the Post-Test as well as the course evaluation will be included in the last unit, Unit 14. **Please allow yourself 1 ½ hours to complete.** Completion of both plus a score of 80 is required to receive credit for the course. Every effort will be made to return your test score within 2 weeks. Please contact jodi.reber@dhhs.nc.gov if you have not received feedback from the Post-Test after 2 weeks of completion. Your certificate of completion will come from Wake AHEC.
11. The Post- test is open book, and use of internet resources is permissible as well. We just ask that you do not confer with others while taking the test.

Thank you and good luck.