

# Step-by-Steps Instructions for Registering for Wound Care Education Institute (WCEI®) Courses

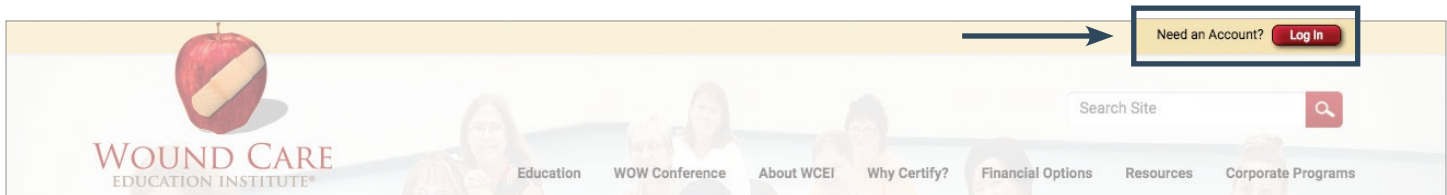
## Step 1: Check Eligibility

Prior to registering for a course, please make sure to verify your eligibility to take the certification exam. This information can be found by visiting the following sites or contacting the accrediting board, National Alliance of Wound Care and Ostomy, at 877-922-6292.

- Wound Care Certification (WCC)
- Nutrition Wound Care Certification (NWCC)
- Diabetic Wound Care Certification (DWC)
- Ostomy Management Specialist (OMS) Certification

## Step 2: Create a Member Account

Creating a WCEI® user account will allow you to register for the course you choose, and give you access to various educational tools and resources.

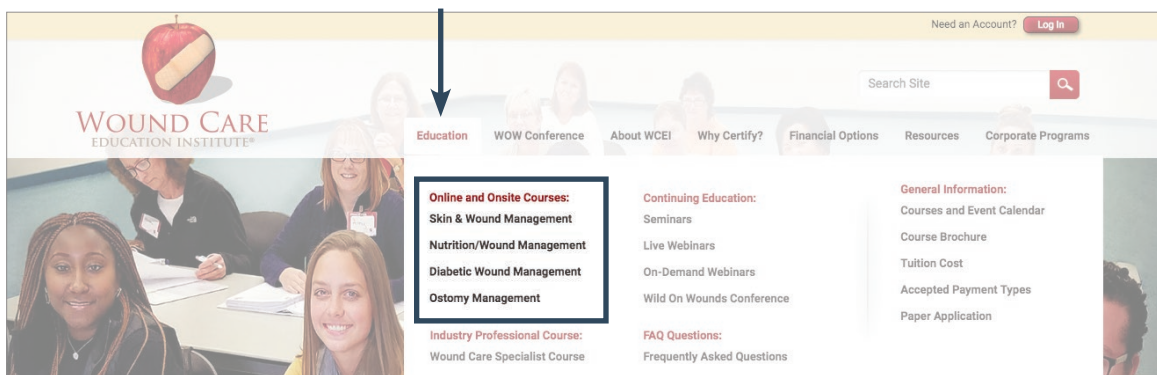


1. Go to [www.wcei.net](http://www.wcei.net) and click on **"Need an Account?"** at top right corner.
2. Complete the form to create your account

You will provide information such as your name, professional license, email address and date of birth. Your date of birth is only used for account identification purposes and is never shared.

## Step 3: Selecting a Certification Course

1. From [wcei.net](http://wcei.net) home page, mouse over **Education** tab then select the course for which you wish to register.

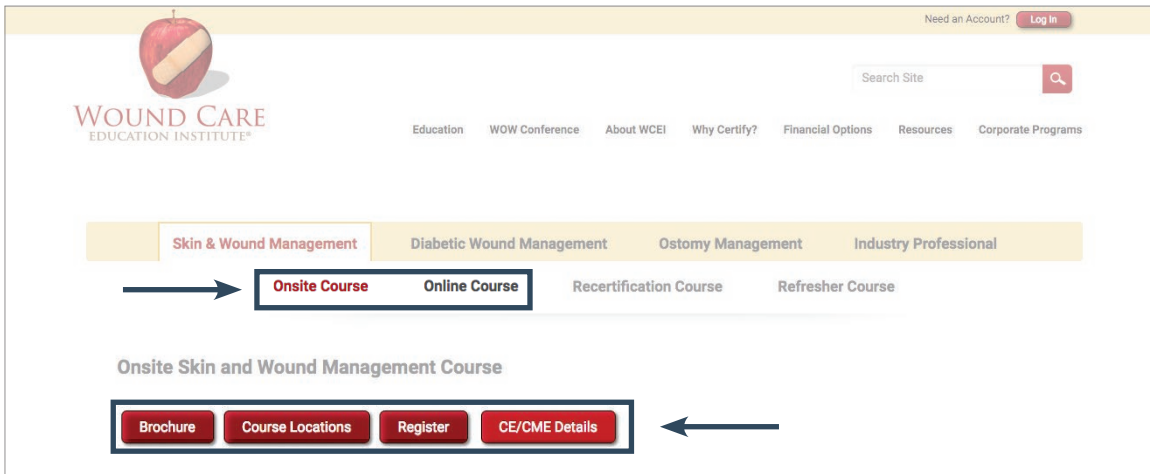


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- To register for an online course, select the **Online Course** option then click on red **Register** button. To find an onsite course in your area, select the **Course Location** option.



## Step 4: Course Registration

Once you have found the course you are interested in, click the red **Registration** button and follow these steps:

- Enter group code **BHMT** and click red **Apply** button. Then click on the red **Continue Registration** button.

This screenshot shows the first step of the registration process. The page title is 'Online Skin and Wound Management Course'. Below the title, it says 'Online Skin and Wound Management Course' and 'Total Cost: \$2,797'. A progress bar indicates 'STEP 1 of 5'. Under the heading 'GROUP CODE', there is a text box for entering a code and an 'Apply' button. The 'Apply' button is highlighted. Below the text box, there is a 'Continue Registration' button.

This screenshot shows the first step of the registration process. The page title is 'Online Skin and Wound Management Course'. Below the title, it says 'Online Skin and Wound Management Course' and 'Total Cost: \$0'. A progress bar indicates 'STEP 1 of 5'. Under the heading 'GROUP CODE', there is a text box containing 'ExampleCode01' and a 'Remove' button. The 'Remove' button is highlighted. Below the text box, there is a 'Continue Registration' button.

- Enter your personal information and pay special attention to the \* required fields. Then click the red **Save and Continue** button at the bottom of the page.
- Enter your professional information and pay special attention to the \* required fields. Then click the red **Save and Continue** button at the bottom of the page.

This screenshot shows the second step of the registration process. The page title is 'Online Skin and Wound Management Course'. Below the title, it says 'Online Skin and Wound Management Course' and 'Total Cost: \$0'. A progress bar indicates 'STEP 2 of 5'. The page is divided into two sections: 'PERSONAL INFORMATION' and 'PROFESSIONAL INFORMATION'. The 'PERSONAL INFORMATION' section includes fields for First Name, Middle Name, Last Name, Country, Address, and Zip or Postal Code. The 'PROFESSIONAL INFORMATION' section includes fields for Birthdate, Address, City, State or Province, Other State or Province (Only if Other), Zip or Postal Code, Type of Phone, Extension, Evening Phone, and Americans with Disabilities Act Accommodations. The 'Save and Continue' button is highlighted.

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4. Click on red **Complete Registration** button

## Online Skin and Wound Management Course

### Online Skin and Wound Management Course

Total Cost: \$0

<< Previous StepSTEP 4 of 5

#### BILLING INFORMATION

Course and Exam Fee	\$2,797.00
8/13/2018 BHMT	(\$2,797.00)
Remaining Balance	\$0.00

Who is paying for this course?

Myself

Thank you for entering your payments for this course registration.  
Click the Complete Registration button to finalize your registration.

Complete Registration

5. If you are sitting for the certification exam, click on the red **Click Here for NAWCO Application** button. Use the group code **BHMT** on the certification exam application.

## Online Skin and Wound Management Course

### Online Skin and Wound Management Course

FINAL STEP

Participant: Nicholas Kindt

8/13/2018	Total with Exam Fee	\$2,797.00	
Date Paid	Payment Type	Auth	Amount
8/13/2018	BHMT		(\$2,797.00)
Thank you for your payment			Paid In Full

Thank you for your course registration. Your registration is complete and your online course is now available.

A link to your course is available on your [dashboard](#).

#### FINAL STEP: NAWCO® EXAM OR RECERTIFICATION APPLICATION

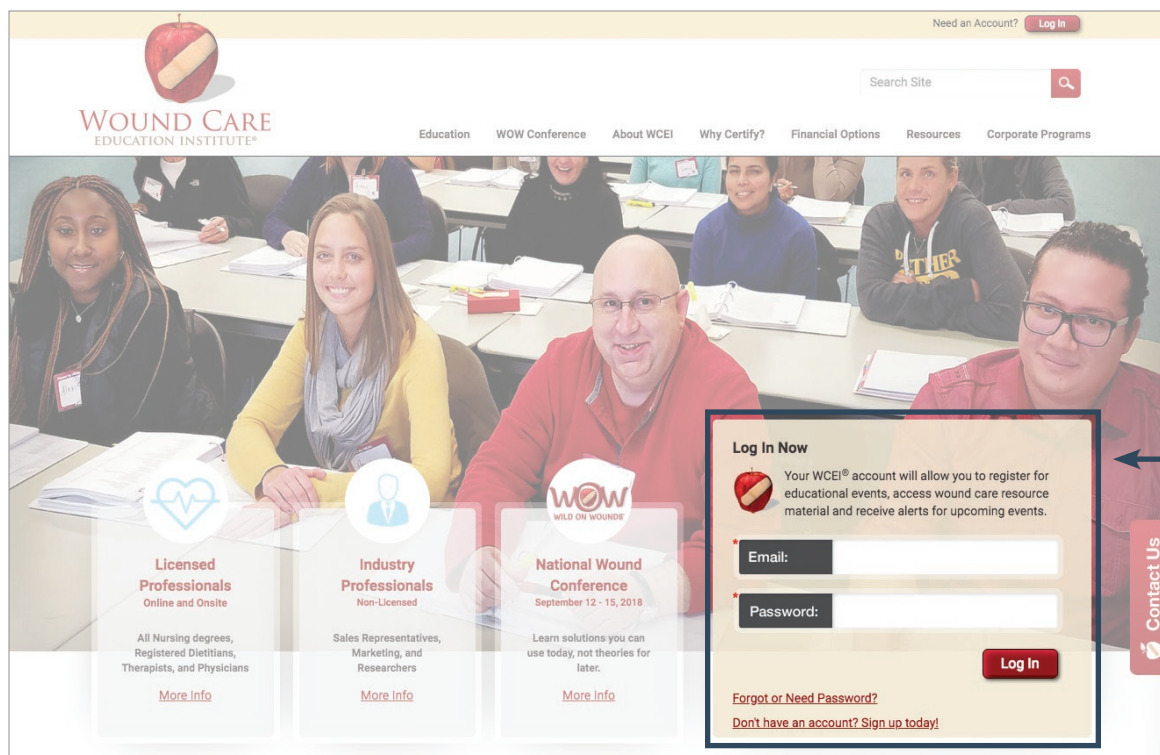
If you plan to take the certification exam or use this course to recertify by training, you must complete an application with the National Alliance of Wound Care and Ostomy® in sufficient time for them to verify your eligibility. If you have not already done so, please apply promptly. Not doing so may impact your ability to take your exam as intended or to use this course to meet NAWCO® training criteria.

CLICK HERE FOR NAWCO APPLICATION

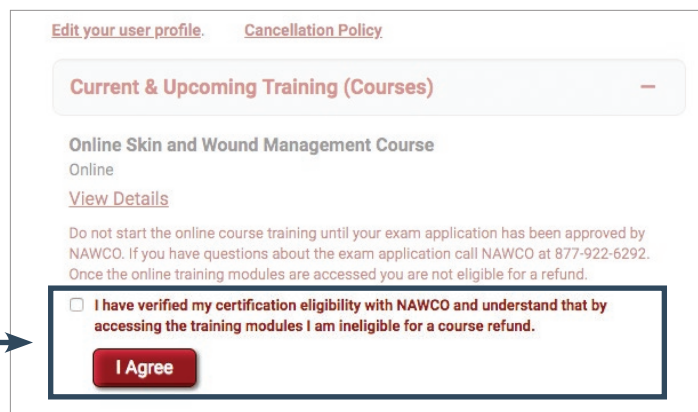
**NOTE:** You will receive automated emails confirming your successful registration, more details, and further instructions.

## Step 5: Accessing the Online Course

1. Access your dashboard by logging in to your account at wcei.net



2. In the **Current & Upcoming Training** area on your dashboard, check the box that you have verified exam eligibility and click red **I Agree** button.



3. Finally, click on the red **Access Course** button.

