Instructions for registering for CE hours:

1) [https://epay.albany.edu/C21455_ustores/web/store_main.jsp?STOREID=31&SINGLESTORE=true](https://epay.albany.edu/C21455_ustores/web/store_main.jsp?STOREID=31&SINGLESTORE=true)

2) you will then have a choice of Workshops or “For Field Instructors Only”. Click through to find the program you would like to register for. For this example, we will use the Field Institute. Click “Add to Cart”

3) On the next screen you can add other things to the cart (are you currently taking the Seminar in Field Instruction? If it is posted, you can add it). Or, most likely, go to check out.
4) Click “Continue to Delivery Methods”

5) enter your email address and “continue unregistered” (there is no advantage to registering)

6) On the next screen you will need to enter your personal information plus your license number. If you have a promotion code – this is the place that you would enter it. All current UAlbany field instructors have a promotion code to receive CE hours at 50% off. If you are using a promo code you would put your promotion code in on the top left
7) The last screen will be for payment but the Field Institute has no cost. Make sure you hit “submit order”

Having trouble? Contact the CEU office at 437-3694.