

To Claim Credit for Wellness Coach Training On-Demand Learning:

Podcasts may be listened to free of charge. To claim credit, completion of course quiz is required. To complete the quiz and receive a certificate of attendance, register and pay the accreditation fee, \$10 per pairing.

1. Log into ce.mayo.edu
2. Access podcast pairings here: [Wellness Coach Training: On-Demand Learning Available](#)
3. Select Register
4. Select the pairing (s) you are purchasing

Wellness Coach Training: On-Demand Learning

Overview	Location	Accreditation	Register
Title		Price	Status
Wellness Coach Training: On-Demand Learning		\$0.00	Complete
Wellness Coach Training: Podcast Pairing: Healthy Eating & Meal Planning		\$10.00	Complete
Wellness Coach Training: Podcast Pairing: Healthy Aging & Brain/Gut Health		\$10.00	Complete

Select **Register**, then select which Podcast Pairing (s) you would like to purchase.

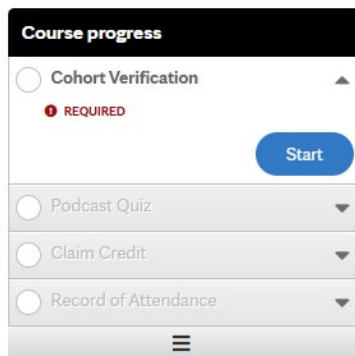
- You may access the learning immediately upon purchase or return to complete later.

Returning to View Podcasts and/or Complete Tasks Steps for Credit:

1. Navigate to [My Registered Courses](#) (must be logged in)

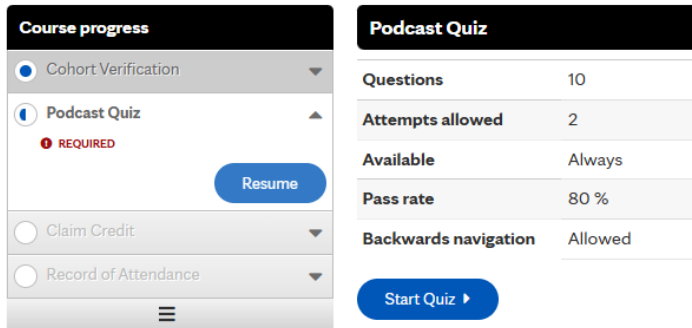


2. Select Activity Title- (Example: “Wellness Coach Training: Podcast Pairing; Healthy Eating & Meal Planning”) to access the course.
3. Click blue **“Start”** button (with the arrow) to access the **Course Progress Menu**
4. Once you have entered the course progress menu by clicking the blue **“Start”** button, click on the title of the task you wish to complete in the Course progress navigation menu, and then click **“Start”**. Reminder- Learners must be alumni of the Mayo Clinic Wellness Coach Training Program to move past this task on to the quiz.



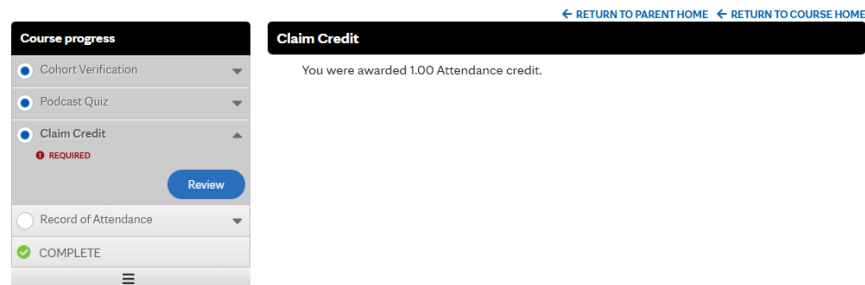
Alumni Cohort Identification task - Learners are required to enter their First and Last Name, as well as the 12-week cohort they successfully completed. All required questions are indicated by a red asterisk (*).

5. After submitting the **Cohort Verification task**, click the **“Next”** button, bringing you to the **Podcast Quiz task**. Click the **“Start Quiz”** button. Learners have two attempts to achieve 80% on 10 questions.
6. Once you click the **“Finish”** button, you will no longer have the option to make changes.

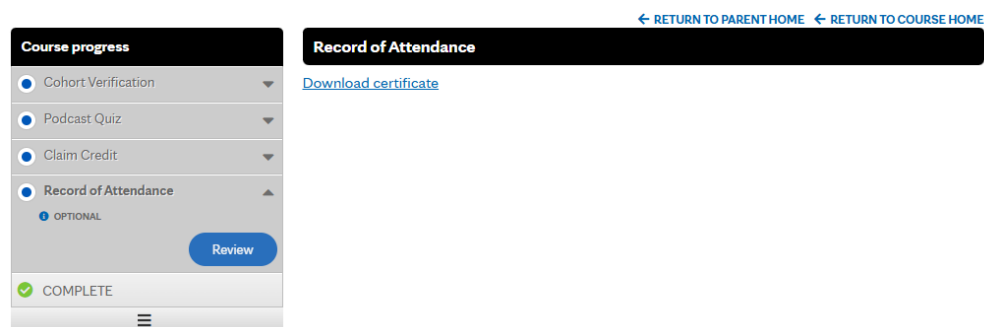


- If you **choose to save as draft**, when you return to your **Course Progress Menu**, you will click on the **“Resume”** button located in the **Podcast Quiz task**. Once the quiz is successfully completed, select the **“Next”** button to access your **Record of Attendance task**.

Claiming Credit and Printing the Record of Attendance:



- You will see the verbiage- **“You were awarded 1.00 Attendance credit.”**
- Click the **“Next”** button to move on to **“Record of Attendance.”**
- Click the **"Download Certificate"** link, which will generate a PDF file (most often found in the bottom left corner of your screen). At this point, you can open, print, or save the certificate to your computer.



Note: Once you have completed a course and claimed credit, it will move to the **My Courses/Transcript** section of your account and will remain there indefinitely. You may reprint the certificate of attendance from the Transcript at any time.