



## Instructions for Posting Courses on the MCE Calendar

**ATTENTION: ONLY EVENTS FROM OPA-MCE APPROVED SPONSORS WILL BE POSTED. IF YOU ARE NOT AN APPROVED OPA-MCE CE SPONSOR DO NOT PROCEED.**

On the [MCE login page](#) enter:

License: Enter your Tax ID #

Pin: If you don't have a pin use 1234

Click **LOGIN**.

On the left, click on **Submit Event to MCE Calendar**.

Answer all questions fully. Be sure beginning and ending dates as well as beginning and ending times are correct. Please put the city after the title. For example: Ethics – Columbus or DSM-5 – Akron.

Put the number of CE as the first line of the description. For example: 5 CE or 4 Ethics CE. Where the course is and how many CE can be earned are two very important questions for many psychologists.