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.