



## Useful Tips in relation to Clinical Education Centre (CEC) programmes

To ensure you get the best possible service from CEC, please follow the tips below.



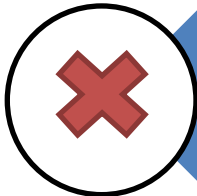
### Set up a CEC account at: [www.cec.hscni.net](http://www.cec.hscni.net)

This is the only way to apply for a programme. Include your staff number and your mobile phone number to receive programme reminders.



### Update your CEC account if any of your personal details change

(e.g. staff number, employer)



### Do not use your CEC account to apply for programmes on behalf of others

This can result in inaccurate data being collected and shared.



### If you do not cancel more than four working days before a programme you will be recorded as 'Did Not Attend' (DNA) and you/ your organisation will be charged

Contact CEC on: 028 9536 1200 or [enquiries@cec.hscni.net](mailto:enquiries@cec.hscni.net) to cancel your place



### Please arrive to the programme on time



### Please sign the programme attendance sheet

If you do not sign the attendance sheet there will be no record of your attendance and you will be recorded as DNA.



### Our website is continuously updating so please check it regularly for new dates and programmes

You can access the website from anywhere (home or work) and on any device (PC, tablet or mobile phone).