



## How to Add a Division to Your CEC Membership

1. Sign into your CEC Account here : [User Home \(exceptionalchildren.org\)](https://exceptionalchildren.org)
2. Click on the Red Button that says “Renew Memberships/Add Divisions” :

### Membership Info

Type: Individual Member  
SubType: Professional Premier  
Expires: 12/31/2099  
Joined: 11/9/2021  
Unit: Virginia

org

**RENEW MEMBERSHIPS/ADD  
DIVISIONS**

3. Scroll thru the tabs at the top. When you get to the membership rate tab, you will need to check the box at the top that says “ Check here to only purchase divisions at pro-rated rates. Click next to continue.”

A screenshot of the CEC Membership Option(s) form. The form has a navigation bar with tabs: Start, Contact Information, Demographics, Opt In/Out, Member Fees, Divisions, Donations, and Submit. The "Member Fees" tab is selected. Below the tabs, the heading "CEC Membership Option(s)" is followed by a paragraph: "Select your membership tier and length of membership. Those who select the Full Membership will have access to the print journals and CEC Learning Library. In addition to those benefits, Premier members also have free access to live CEC webinars." Below this paragraph is a yellow box containing a checkbox and the text: "Check here to only purchase divisions at pro-rated rates. Click next to continue."

4. Once you check the box the next tab is divisions. Select the division you want to add and proceed to checkout. You will only be charged the rate for your new division!

If you have any questions please email [service@exceptionalchildren.org](mailto:service@exceptionalchildren.org)