

KSHP Spring Symposium 2013

Instructions for Getting Your Continuing Education Statements of Credit

All course evaluations and printing of CE statements of credit will be done with a web-based system this year. To use the system, you need to set up your CE account unless you have used the Sullivan University College of Pharmacy continuing education site previously. You then need to register for the CE sessions at the conference. This can be done before the conference or afterwards. Here are step-by-step instructions for registering for the continuing education site

Note: If you do choose to set up your CE account before the conference, and wish to bring your laptop, I-Pad, or other similar device, you can complete the course evaluations as you go on Friday. Instructions for accessing the course evaluations will be available at the conference on Friday.

- Step 1 To use the continuing education website, you will need an *e-PID* (electronic Personal ID) number. This is your unique reporting number from the National Association of Boards of Pharmacy's CPE Monitor program. The *e-PID* number and your birth date (month-day) will be needed at ALL continuing education activities from now on. If you don't yet have an *e-PID* number, please go to <http://www.nabp.net/programs/cpe-monitor/cpe-monitor-service/> and do the one-time registration process. Be sure to make note of your *e-PID* number and your password.
- Step 2 Go to the continuing education website: <http://su-pharm.learningexpressce.com/>
- Step 3 If this is your first time on the website, you will need to register in our system. Do this by clicking on the "Create an Account" tab. You will need your e-PID number, your date of birth (MM-DD) and your pharmacist license number to create an account.



The screenshot shows the website for the Sullivan University College of Pharmacy, Office of Lifelong and Professional Development. The page features the college's logo, a photograph of the building, and a navigation menu. A red arrow points to the "Create an Account" link in the top right corner of the navigation menu. The main content area includes a "Welcome to our new Continuing Education Management Program!" message, instructions on how to create an account, and contact information for Tina Frederick.

SULLIVAN UNIVERSITY
COLLEGE of PHARMACY

Sullivan University
College of Pharmacy

Sullivan University College of Pharmacy
Office of Lifelong and Professional Development

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About Us

Office of Lifelong and Professional Development

Welcome to the Office of Lifelong and Professional Development Website

 Sullivan University College of Pharmacy is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education.

The Vision of the Office of Lifelong Professional Development is to establish an office that is committed to the principles of:

- Continuing professional development and

Welcome to our new Continuing Education Management Program!

To get started, please create an account by one of two methods:

- (1) Create account using the link at the top right hand corner.
- (2) Click to register for the event you wish to attend and that will take you directly to the create my account page. (Be sure to create a password and complete all required fields).

Please note: Private events which require a registration code will appear under the MY ACCOUNT tab once you have completed creating your account.

If you have any questions or concerns with creating your account or registering for an event, please contact Tina Frederick at 502.413.8975 or email tfrederick@sullivan.edu.

Step 4 To register for the KSHP Spring Symposium 2013, click on My Account to go to the Programs and Pending CE screen. Note: at this stage, you WILL NOT see anything about the KSHP Spring Symposium. Then click on “To register for private programs, click here” tab.

Step 5 The next screen you get will ask for a private code number to register for the event. To register for the CE portion of the KSHP Spring Symposium 2013, **enter 1136 in the space, then click Register**. Note: only pharmacists who have already paid their conference registration fees through KSHP are eligible to obtain CE credit for the conference.

Step 6 You will now see a screen that looks like the one below. Below this registration screen is a listing of the various sessions included in the conference. Click on the green Register Now button to set up your continuing education file for the KSHP Conference.

Step 7 After you have attended the conference, you will need to complete course evaluations for each session. The course evaluations will ask you to evaluate the speaker, whether the session met your needs, whether learning objectives were met, and will ask you to enter a short summary (a sentence or two, at most) about what you learned at the session and how it applies to your clinical practice. **You will also need a private code number for each individual session. Those numbers will be provided at the end of each presentation. Be sure you make note of those numbers.** Instructions on how to access the course evaluations will be provided at the conference.

If you have any questions about how to access the CE software, either before or after the conference, please contact Tina Frederick at the continuing education office. Her e-mail address is TLFrederick@sullivan.edu and her phone # is 502-413-8975.