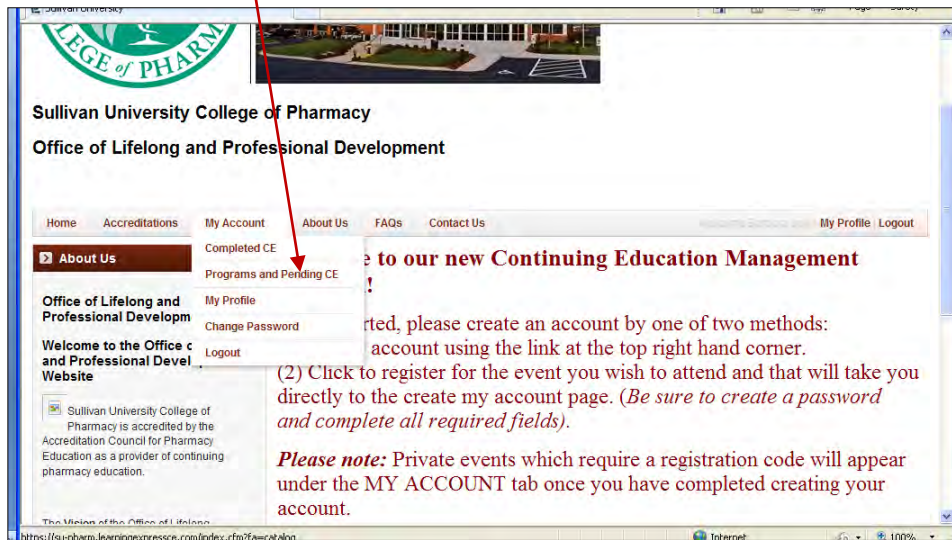


Instructions for Completing Course Evaluations and Printing CE Statements of Credit

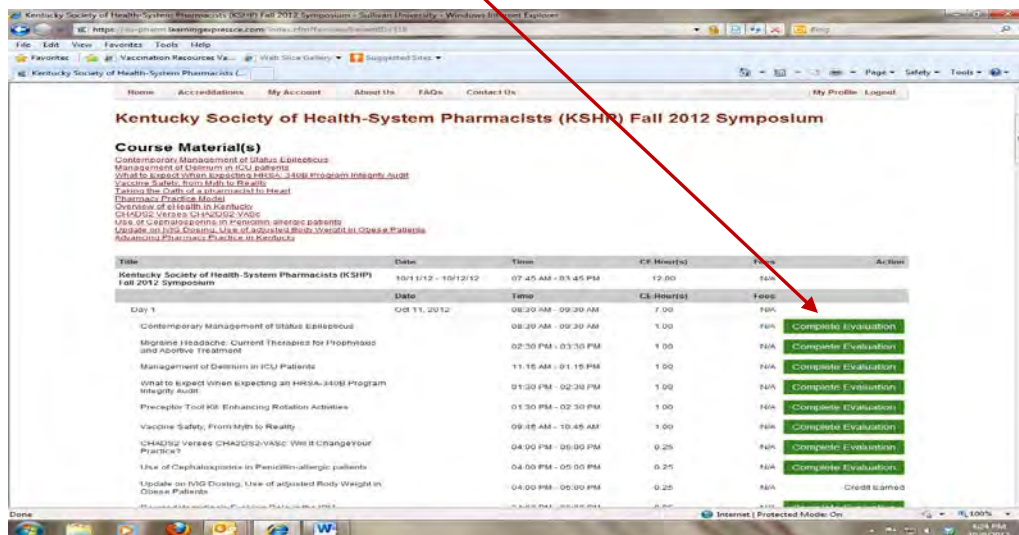
Step 1 Go to <https://su-pharm.learningexpressce.com/index.cfm> and login using the information you used to create your account on the CE website. You may also use the QR code to the right to access the site.



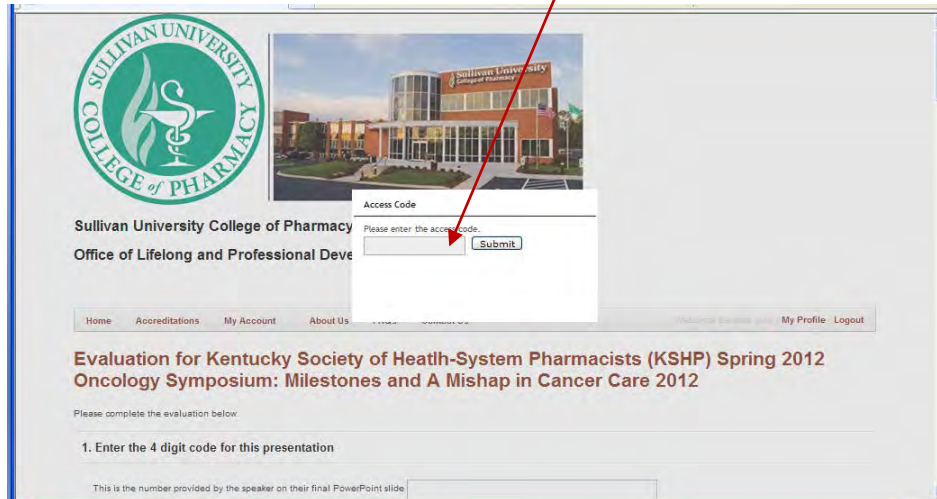
Step 2 Click on My Account and then choose Programs and Pending CE.



Step 3 Assuming that you registered for the KSHP conference earlier, you should now be able to choose the KSHP Spring 2013 Symposium. Once you do that, you will see the following screen. Click on the green Complete Evaluation button. This will take you to the course evaluation.



Step 4 The next screen will ask for the Access Code that you were given at the end of each presentation. After entering the code, you will be taken to the screen where you can complete the first course evaluation.

The screenshot shows the website for the Sullivan University College of Pharmacy. At the top left is the college's logo, a green circle with a white caduceus and the text 'SULLIVAN UNIVERSITY COLLEGE of PHARMACY'. To the right is a photograph of a modern brick building. Below the logo and photo, the text reads 'Sullivan University College of Pharmacy' and 'Office of Lifelong and Professional Development'. A white pop-up box titled 'Access Code' is centered on the screen, containing the text 'Please enter the access code:' followed by a text input field and a 'Submit' button. A red arrow points from the text in Step 4 to this input field. Below the pop-up, there is a navigation menu with links for 'Home', 'Accreditations', 'My Account', and 'About Us'. The main content area features the title 'Evaluation for Kentucky Society of Health-System Pharmacists (KSHP) Spring 2012 Oncology Symposium: Milestones and A Mishap in Cancer Care 2012' and a prompt to 'Please complete the evaluation below'. The first question is '1. Enter the 4 digit code for this presentation', with a text box below it and a note: 'This is the number provided by the speaker on their final PowerPoint slide'.

Step 5 To complete the evaluation, you will need to re-enter the private access code for the presentation and answer several questions including providing a short summary of what you learned in that session – a sentence or two is plenty for that field.

You will be asked to comment on whether or not you achieved each of the learning objectives. Each objective is listed separately to make this easier to complete the survey.

There is a box asking for comments and one requesting suggestions for future topics. If you have no comments or suggestions, just enter “none” or “N/A” – this is a required field, so you just need to enter something.

Each evaluation will take only a minute or two to complete. When you have answered the questions, just click the submit button. This will take you to a screen where you can print your CE statement of credit. **Hint:** if you prefer to print one CE statement of credit with all the courses listed on it, that will be an option when you have completed all the course evaluations.

If you need to reprint your CE statements of credit at any time in the future, you may do that by logging into the CE website and going to My Account and choosing Completed Programs

If you have any questions about how to complete the course evaluations, print your CE statements of credit, or have trouble logging into the site, please contact the Sullivan University College of Pharmacy – Office of Lifelong Professional Development.

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