

## Instructions for Processing Webinar and Other Live Event Continuing Pharmacy Education (CPE)

To obtain CPE statements for webinars and other live programs conducted during this educational series, please visit the ASHP Learning Center at <http://ce.ashp.org>.

1. Select "Process Meeting CE" from bottom left. Log in to the ASHP Learning Center using your e-mail address and password.

**If you have not logged in to the new ASHP Learning Center (launched August 2008) and are not a member of ASHP**, you will need to create a free account by clicking on "Become a user" and following the instructions.

2. Once logged in to the site, click on "**Process Meeting CE.**"

3. If this activity title does not appear in your meeting list, enter the 5-digit activity code in the box above the list and click submit. The **Activity and Session Codes** are announced at the end of the webinar or live activity. Click **register** again when prompted. When you receive the "thank you for registering" message, click **continue**. This step will bring you back to your meeting list. Click on the **start** link to the right of the activity title.

4. Enter the session code, which was announced during the activity, and select the number of hours equal to your participation in the activity. Pharmacists should only claim credit for the amount of time they participate in an activity.

5. Click **submit** to receive the attestation page.

6. Confirm your participation and click **submit**. Your transcript page will appear.

7. Click on **View/Print Statement of Credit** next to the meeting name to print your CPE statement.

**Activity Code**

**Session Code**

NEED HELP? Contact ASHP Advantage at [support@ashpadvantage.com](mailto:support@ashpadvantage.com).