

**Instructions for Completing Live Program Evaluations ONLINE
and downloading statements of participation credit**

Event: ICHP / MSHP 2011 Spring Meeting – Get Linked Into Leadership

Date: April 15 – 16, 2011

You MUST complete your evaluation submissions by May 9, 2011.

All evaluations and statements of participation credit are being completed online at HealthSystemCE.org, the online website designed to meet the educational needs of health-system pharmacists and pharmacy technicians.

Members of ICHP and MSHP will already have access to the continuing pharmacy education (CPE) programming on the HealthSystemCE.org website. Please use your established username and password to access the programs, and then follow the directions below on accessing Spring Meeting 2011.

Affiliate Members ONLY and All Non-members

Those who pre-registered will have immediate access to the online system following the meeting. Your email address was provided to healthsystemce.org and you received an email with your password. If you did not receive this email or don't remember your new password, go to the website and fill in your email username and select 'forgot password' – the system will send you a new password. On-site registrants who are Affiliate members ONLY or Non-members of ICHP or MSHP will need to wait three business days after the event before they will be able to access the online evaluation process. Your information will be added to the online database after the meeting for access, so please watch for an email from healthsystemce.org with your password.

For a **VIDEO Demo** of the online evaluation process:

http://www.healthsystemce.org/demos/live_ce/

To complete evaluations online:

1. First, you will need your yellow copy of the **CPE Attendance Record** sheet.
2. Open web browser and visit www.healthsystemce.org
3. **To LOGIN:**
User Name = Enter email address which we have on file for you;
Password = the individual password provided to you in the initial system email. (If you forget your password, please use the website link, "I Forgot My Password"- it will be emailed to you.)
4. After you enter your email address and password, click LOGIN.
5. See 'My Course History' page. You will see four tabs: Online, Live Courses, Journal CE, and Webinars.
6. Click on the **Live Courses** tab.
7. A window opens and you will see a list of all the Live programs offered. Look for the **EVENT** labeled **ICHP / MSHP 2011 Spring Meeting**. You will see all of the programs from the meeting (except the ASHP program – please go to <http://ce.ashp.org> for the Bone Health program).
8. Refer to your CPE Attendance Record for the title and UAN number of the program(s) you attended.

9. Select the program you attended, and if the program offers CPE for ***BOTH*** pharmacists and technicians, make sure the program ACPE UAN number you select ends in:
 - **P if you are a Pharmacist**
 - **T if you are a Technician**

PLEASE NOTE:

* Pharmacists may NOT use statements of credit labeled with a T. Pharmacists MUST select the program number that specifically ends in P.

* Technicians may attend P only programming and receive statements of credit. However, Technicians MUST select the T program if BOTH P and T options are offered for the same UAN number.

Pharmacists: You may NOT use statements of credit for programs ending in T.

10. Click on the program you attended, which ends in the correct letter designation of either P or T. This will open an overview page describing the program.
11. Next click the verify attendance box. You will need to check the box indicating you actually attended the program.
12. Enter the program **Session Code** you were given during the Live meeting session, which you copied onto your CPE Attendance Record sheet.
13. Click the submit button. Now you will be able to complete the online evaluation form.
14. Next, click the complete evaluation link.
15. Click on the **radio** buttons in response to the evaluation questions.
16. Type in any additional comments
17. Click complete evaluation button
18. You may review your evaluation by clicking on the complete evaluation button again, and it will take you back to the page, where you may change your selections, add more comments, etc.
19. Click on **Submit** evaluation when you are satisfied with your responses.
20. You may download your statement of participation by clicking on the download statement link.
21. The statement of participation will be downloaded to your computer as a pdf.
22. You may now save and / or print the statement of participation for your records.
23. If you participated in more than one Live CE program, click **My Course** history link again, find the next program you attended, click its name, and repeat the process.

Please Note: You will have **THREE (3) Weeks** to complete your online evaluations and submit your request for statements of credit. **Do not delay** in completing your evaluation and downloading / printing your statement of credit. You will always be able to access your history, but your history will ONLY include those programs for which you submitted an evaluation **before the deadline. This meeting's deadline is May 9, 2011.**

HealthsystemCE.org is a service provided by CSHP, ICHP, NYSCHP, and TSHP.