


CE Processing Instructions

1. Write down the **Enrollment Code** for the webcast/webinar you attend. These codes are announced during the session.
2. Type the following link into your web browser to access the e-Learning site:
<http://elearning.ashp.org/my-activities>
3. Log in to ASHP's eLearning Portal using your username and password.
If you have not logged in to any of the ASHP sites before and/or are not a member of ASHP, you will need to set up an account. Click on the **Register** link and follow the registration instructions.
4. Type the **Enrollment Code** for this activity in the field provided and click **Redeem**.
Tip: If your code is not redeeming successfully, verify that you are typing in the Enrollment Code field,.
5. The title of this activity should now appear in a pop-up box on your screen. Click on the **Go** button or the activity title.
6. Complete all required elements. A green  should appear as each required element is completed. You can now claim your credit.
7. Available credits will appear beneath the completed required activities. Look for your profession in the list of available credits and click the appropriate **Claim** button. You might have to click to see more credit options if you don't see your profession listed.
 - **Pharmacists and Pharmacy Technicians:** Fill in your NABP eProfile ID and birth month and date. Check the box at the bottom and click **Claim**. You will see a message advising you whether or not your credits were claimed successfully. Your CPE credit will be reported directly to CPE Monitor.
 - **Other (International, Students, etc.):** Use **ASHP Statement of Participation**. Check the box at the bottom and click **Claim**. No Credits provided.

You may print your statement of credit by clicking on **Print Statement of Credit**. If you require a reprint of a statement of credit, you can return here at any time to print a duplicate.

ASHP is now using the **eLearning Portal** (<http://elearning.ashp.org>) for CE Processing, which allows ASHP to report pharmacy credits via CPE Monitor. All ASHP CE will be processed on the eLearning Portal as of Jan. 1, 2013.

For more information, visit: www.ashp.org/CEtransition

Pharmacists and Pharmacy Technicians

To process your CE on the eLearning Portal, you must enter your NABP e-Profile ID and birth month and date. After you have entered this information once, it is saved for future CE processing. You may obtain your eProfile ID at www.nabp.net.