



CE Processing Instructions

1. Write down the Attendance Code for each session you attend. These codes are announced during each session. If you miss the code, check with the Room Monitor at the session.
2. Log in to ASHP's eLearning Portal using your username and password.
<http://elearning.ashp.org>
3. Click on **My Learning Activities**. Then click on **2013 – Midyear Clinical Meeting & Exhibition (Orlando, FL)** under **Conferences**.
4. At the bottom of the page is a field for redeeming Attendance Codes (formerly called CE codes). Enter the Attendance Code(s) from each session, and click **Submit**.
Tip: If your code is not redeeming successfully, verify that you have clicked on the title of your conference in order to access the Attendance Code field, not the Enrollment Code field.
5. Each session will be listed under **Your Sessions**. Click **Claim Credit** for a session.
6. Click on the name of a session and complete the requirements for the session.
7. Click **Claim Credit** for your profession. It is important that you select the correct profession.
 - **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 Completion**. Check the box at the bottom and click **Claim**.

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.

Exhibitors: Additional First Steps

1. Login to www.ashp.org/exhibitorce with your ASHP username and password.
2. Click on the **Get Started** button.
3. Select the **48th ASHP Midyear Clinical Meeting & Exhibition** from the dropdown menu.
4. Select your Exhibiting Company from the list of exhibitors.
From here, follow the instructions above.

ASHP is now using the **eLearning Portal** (<http://elearning.ashp.org>) for CE Processing, which allows ASHP to report pharmacy credits via CPE Monitor. 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.

There may be different directions for workshops and review courses.