Instructions for obtaining continuing education (CE) credit

(for physicians, nurses, pharmacists, pharmacy technicians)

Stress First Aid for Health Care Workers – Bedford-Stuyvesant Family Health Center

Activity date: April 9, 16, 23, 30, 2021

We appreciate your participation and value your feedback!  These instructions are for those seeking continuing education credit. **You will need to use Chrome as opposed to Internet Explorer when obtaining credit for this course**.

**Vizient MEMBERS**: a Vizient login account is required to claim credit. If you need to obtain a Vizient login account or if you have forgotten your Vizient login information, please contact Vizient Support at VizientSupport@Vizientinc.com or (800) 842-5146.

**Vizient NON-MEMBERS**: [**click here**](http://apps.vizientinc.com/userregistration/site/cv/#/001-VZ) to request a login account, or copy and paste this link into your browser. <http://apps.vizientinc.com/userregistration/site/cv/#/001-VZ>

1. On the landing page, enter your email address and click on “Search”

(NOTE: AOL email addresses cannot be accepted, please use an alternate email address)

1. If no record of your email address is found, click on “Next”
2. Complete the required fields on the About You page and click on “Next”
3. If everything is correct on the Review Submission page, click on “Submit” (you may make changes if needed by clicking “Modify Profile” or “Previous”)
4. You will be taken to a confirmation page and receive an email from vizientsupport@vizientinc.com within 24 hours containing your login name and a link to establish a password
5. Once your password has been established, log in with your new Vizient username and password, and follow the instructions below. (Note: on your first visit, you will be required to update your profile in our CE system)

**When adding or updating your profile, it is important that you select your Discipline to ensure the correct type of credit is awarded.**

**Important note for pharmacists and pharmacy technicians**

All credit awarded to pharmacists/pharmacy technicians must be via CPE Monitor; paper certificates are not valid for submission.  Pharmacists/pharmacy technicians will be able to print individual statements of credit and their transcripts from their NABP e-profile created at [www.mycpemonitor.net](http://www.mycpemonitor.net) or [www.nabp.net](http://www.nabp.net).

1. Please provide an accurate **NABP ID number** and **date of birth** (**mm/dd** – do not include birth year)
2. Vizient will upload your **NABP ID number** and **date of birth** into CPE Monitor within 24 hours after the completion of all steps required to receive credit.

If your **NABP ID number** and/or **date of birth** are returned as invalid after the upload, Vizient will make one attempt to contact you for corrections within a 45-day window. After the 45-day window expires, Vizient will not accept the information, and Vizient will not be able to process your CE credit.

1. Once logged in, you can review the tabs from the main course landing page:
	1. Overview
	2. Obtain Credit
2. Choose the “Obtain Credit” tab and click on the date you participated.

***If you see “Register/Take course” tab instead of the “Obtain credit” tab, please follow these steps.***

1. Click on the “Log in” link at the top right corner of the page and log in.
2. Choose the “Obtain Credit” tab and click on the date you participated.
3. Follow the remainder of the process normally.
4. You may now review the tabs for the session date you selected:
	1. Overview
	2. Venue
	3. Faculty
	4. Accreditation
	5. Obtain Credit
5. Choose the “Obtain Credit” tab again and click on the orange Obtain Credit button
6. Follow the instructions below. You must complete this process no later than **June 14, 2021**

EVALUATION INSTRUCTIONS **(REQUIRED)**:

* Under course progress, click on the first item to access the evaluation for your participation date
* You must click on “Submit” to save your answers. If you do not click on “Submit,” data will be lost for that evaluation

CREDIT INSTRUCTIONS **(REQUIRED)**:

* Under course progress, choose “Credit” and select “Start”
* Claim your type of credit – **AMA PRA (physician), ANCC (nursing), ACPE Pharmacy (pharmacist), ACPE Technician (pharmacy technician), and General CEU**
* In the credits field, enter the amount of credit to claim
* Click the box “I agree that I am only claiming credit commensurate with the extent of my participation in the activity”
* Review your credit amount and click submit

CERTIFICATE INSTRUCTIONS (OPTIONAL):

* Select the “Certificate” tab and choose “Start”
* Click on the link “download certificate”

CERTIFICATES FOR PHARMACISTS AND PHARMACY TECHNICIANS:

* CPE Monitor prohibits claiming both pharmacist and pharmacy technician CE credit.
* All credit awarded must be via CPE Monitor; paper certificates and e-certificates are not valid for licensure/certification submission.  Pharmacists and pharmacy technicians may print individual statements of credit and their transcripts from their NABP e-profile created at [www.mycpemonitor.net](http://www.mycpemonitor.net) or [www.nabp.net](http://www.nabp.net).
* It is advisable to monitor the status of your Vizient credit submissions to CPE Monitor by viewing the Reported Credit tab in your user profile.  Credit should be posted to your transcript within 24 hours after completing the CE process.

ACCOUNT MANAGEMENT

* Click on My Account to view your transcript, view your courses or to edit your profile
* It is recommended that you bookmark your My Account link for easy access

If you have any other questions or need assistance completing the continuing education evaluations, please send an e-mail to continuingeducation@vizientinc.com.