

IN-HOSPITAL SERIES EVALUATION/CREDIT CLAIM INSTRUCTIONS

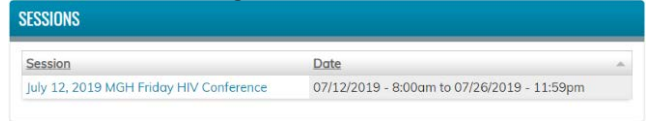
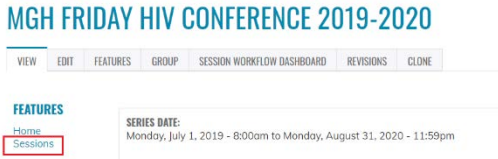
1. Go to link provided by department for this series

2. Select the session you attended and need to claim credit for (*two ways to do this*)

- Click *Sessions* below 'Features' on left side of page

OR

- Scroll to bottom of page to see the list of sessions; click on the session you are claiming credit for.



3. On the session page, scroll towards the bottom of the page to either *login* or *register*

SESSION DATE:

Friday, July 12, 2019 - 8:00am to Friday, July 26, 2019 - 11:59pm

LOCATION:

Boston, MA 02114
United States
See map: [Google Maps](#)

1.00 AMA PRA Category 1 Credit™

1.00 Participation

Please [login](#) or [register](#) to take this course.

If you have not yet created an account on our site, please click 'register' and use the instructions on page 3 to do so.

4. Once logged in, you will be brought back to the selected session's page

5. Scroll towards the bottom of the page, click *Take Course*; you will then receive an email confirming your signup for this session

SESSION DATE:

Friday, July 12, 2019 - 8:00am to Friday, July 26, 2019 - 11:59pm

LOCATION:

Boston, MA 02114
United States
See map: [Google Maps](#)

1.00 Participation

[TAKE COURSE ▶](#)

6. You will need to complete the evaluation to claim your credit (*two ways to do this*)

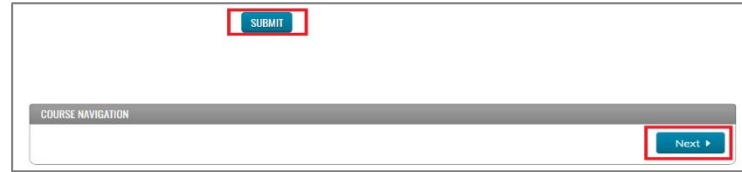
- Click *Evaluation* below the 'Course Progress' menu on the left side of the page, then click *Start*

OR

- Click *Start Course* at the bottom of the page within the 'Course Navigation' box



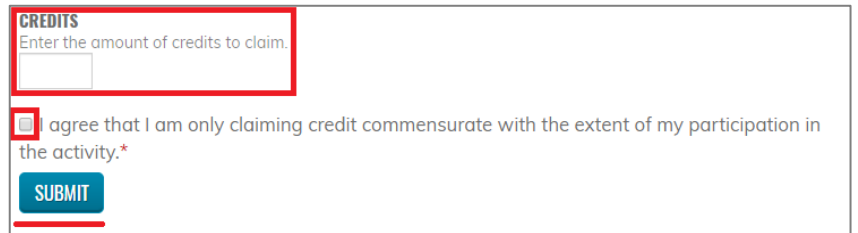
7. Complete the evaluation and click 'Submit' at the bottom of the page. You will receive a message that your submission has been received; then click 'Next' at the bottom of the page



8. The credit you are eligible for will be listed on this page; check off "claim this type"



9. Insert the number of credits you are claiming in the text box. Check off "I agree that I am only claiming credit commensurate with the extent of my participation in the activity. *" and click 'Submit'. You will receive a message that your credit has been awarded; click 'Next' at the bottom of the page



10. To download a copy of your certificate this particular session, click 'Download Certificate' – this information will also be saved in your account on our site.



11. To access a list of all sessions you have claimed credit for:

- Hover over *My Account* in banner at top of page
- Click *My Transcript*
- Click *Session credit* on banner at top of page (below *My Activities* tab) – you will then have the option to download the PDF transcript of all the session credits you claimed



TOTAL SESSION CREDIT

VIEW	EDIT	BOOKMARKS	COURSE CREDIT LOG	MY ACTIVITIES	ORDERS	REPORTED CREDIT
Completed activities	Pending activities	Session credit	External credits			

DATE COMPLETED	
START DATE Eg. 06/19/2019	
END DATE Eg. 06/19/2019	

PLEASE NOTE: this transcript will only list the credits claimed at sessions; live courses (i.e. Conferences, Symposiums, etc.) are on a separate transcript under your *Completed Activities*

ACCOUNT REGISTRATION INSTRUCTIONS

1. Navigate to the home page:

<https://cpd.partners.org/>

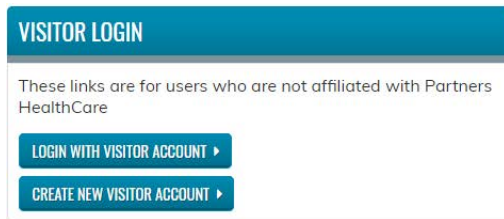
2. Click on the "Register" link in the upper-right corner of the screen.



3. Log In:

Partners Employees: use login button under 'Partners HealthCare Faculty And Staff'

All Other Users: Use the login button under 'Visitor Login' or create a new visitor account



*** For New Users: enter the required information into form, then click 'Create New Account' button at the bottom of the page**

Please contact the Partners Office of Continuing Professional Development at partnerscpd@partners.org if you have any questions