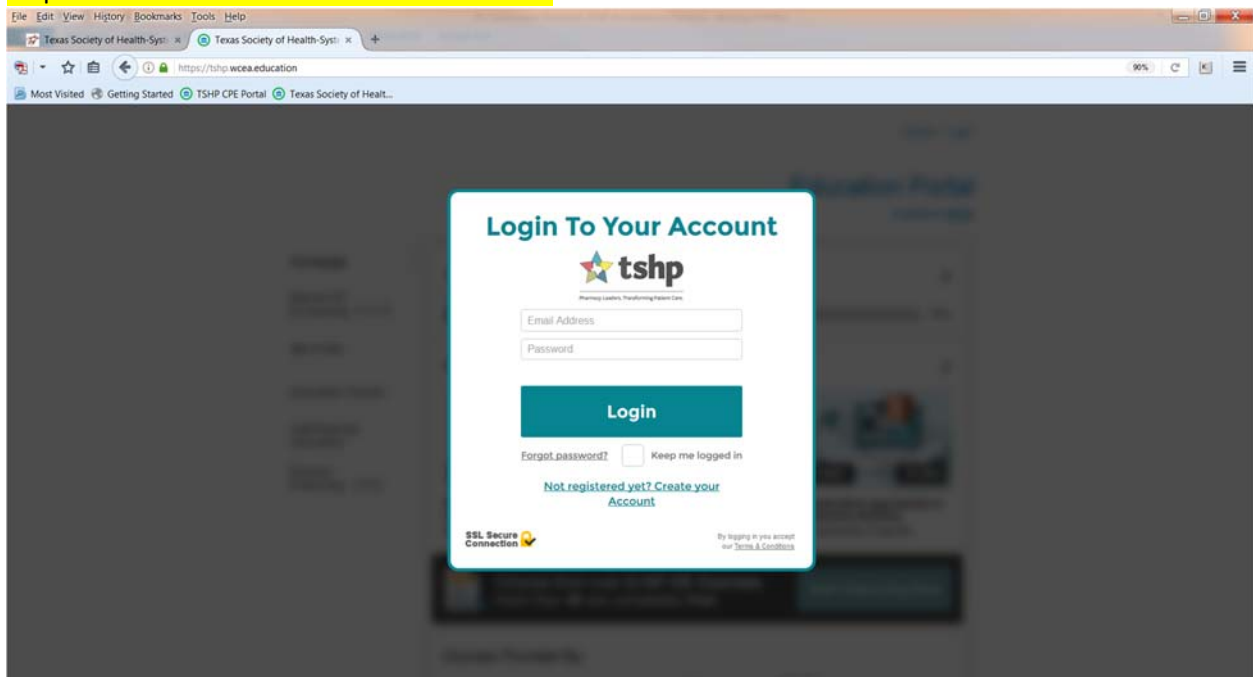


How to Claim Live Session Credit TSHP Education Portal

IMPORTANT NOTE: TSHP Education Profile must contain NABP ePID & Date of Birth information in order to process credit requests. All credit requests must be submitted by the designated live session deadline. TSHP is not responsible for loss of credit to attendees that fail to meet the deadline or provide inaccurate NABP profile data. TSHP will not make exceptions to this policy, regardless of actual attendance or reason for failure to meet these requirements.

1. Visit the TSHP Education Portal. You can reach the portal either through direct link: <http://tshp.wcea.education/> or by clicking the “Claim CPE Credit” button on the TSHP homepage: www.tshp.org.
2. If this is your first visit, use the “Create your Account” button; if not, login.

NOTE: You must provide your NABP and date of birth data when you create your profile, the system will NOT be able to send your credit to the My CPE Monitor system if this data is incorrect or missing. TSHP is not responsible for loss of credit due to this issue.



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- To claim credit for attendance at a live CPE session; click the “Add Live Event” link on the left.

The screenshot shows the TSHP Education Portal homepage. On the left sidebar, the 'Add Live Event' link is circled in red. The main content area features a section titled 'CE recommended for you (14)' with a 'See All' link. Below this are three course cards: 'Clostridium difficile; Preventio...' (30m), 'Pharmacist - New Antibiotics Update' (45m), and '2014 AHA/ACC/HRS Guideline for t...' (1h). A banner at the bottom of the main content area states 'Choose from 16 CPE Courses, 15 are completely free!' and includes a 'Start Searching Now' button.

- Enter the “Secret Code” exactly as provided during your Live CPE Session (codes are case-sensitive). Then click the “Validate the Code” button.

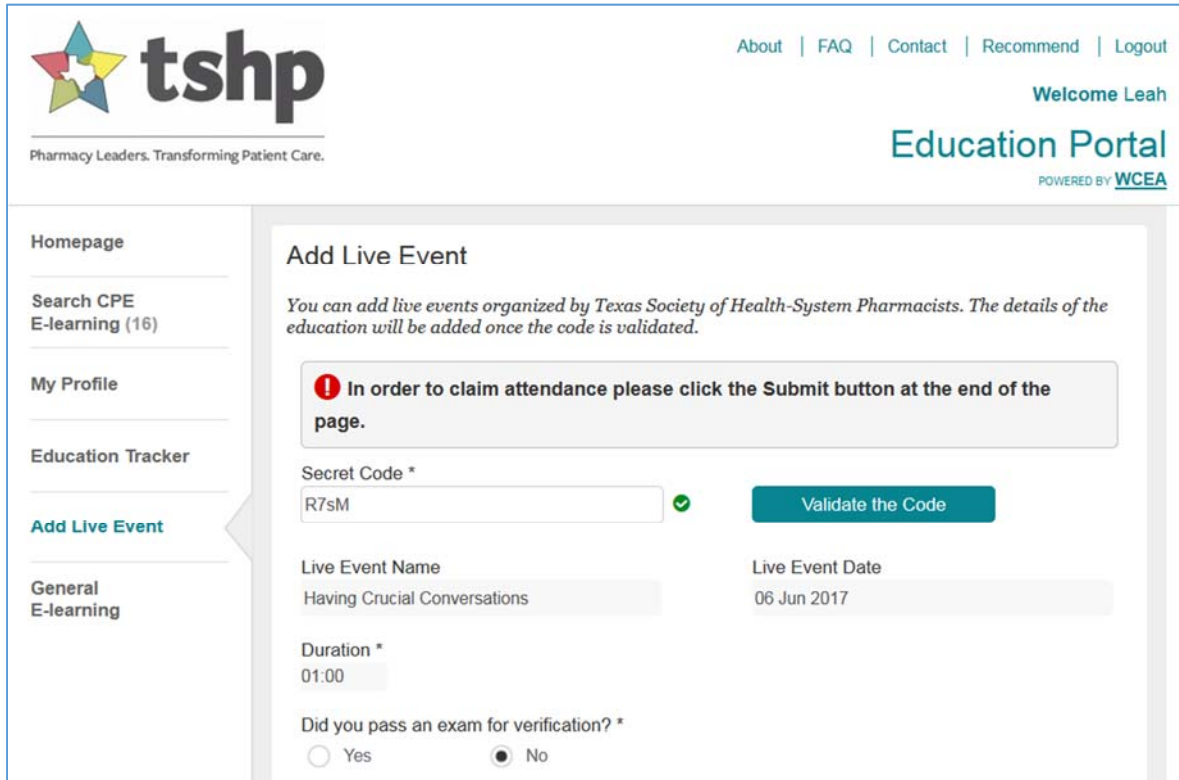
NOTE: Only enter the appropriate code you’re your attendee type; i.e. Pharmacists should enter the code for “P” designated education; Technicians should enter the code for “T” designated education. No attendee should claim credit for both.

The screenshot shows the 'Add Live Event' page on the TSHP Education Portal. A warning message states: 'In order to claim attendance please click the Submit button at the end of the page.' Below this, the 'Secret Code *' input field and the 'Validate the Code' button are circled in red. There are also input fields for 'Live Event Name' and 'Live Event Date'.

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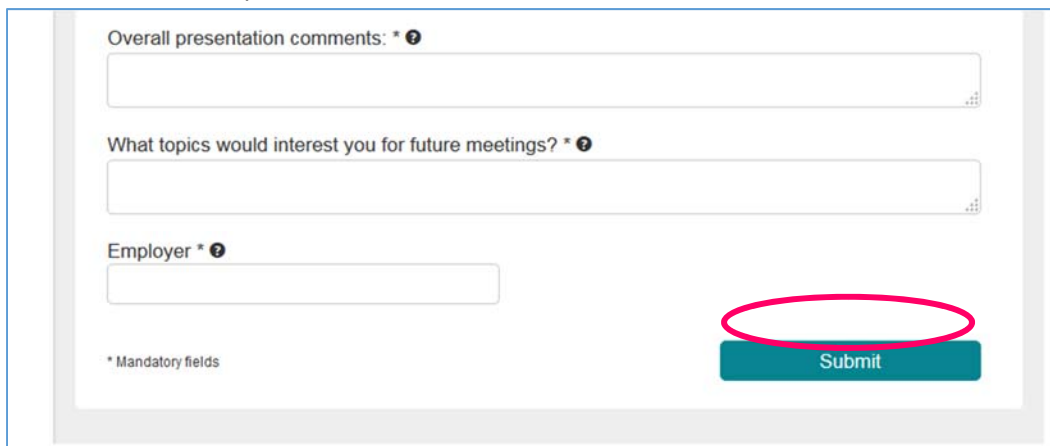
IMPORTANT NOTE: TSHP Education Profile must contain NABP ePID & Date of Birth information in order to process credit requests. All credit requests must be submitted by the designated live session deadline. TSHP is not responsible for loss of credit to attendees that fail to meet the deadline or provide inaccurate NABP profile data. TSHP will not make exceptions to this policy, regardless of actual attendance or reason for failure to meet these requirements.

5. The education portal will validate the code and fill in the appropriate data.



The screenshot shows the 'Add Live Event' page on the TSHP Education Portal. The page header includes the TSHP logo, navigation links (About, FAQ, Contact, Recommend, Logout), and a welcome message for 'Leah'. The main content area is titled 'Add Live Event' and includes a note: 'You can add live events organized by Texas Society of Health-System Pharmacists. The details of the education will be added once the code is validated.' A warning box states: 'In order to claim attendance please click the Submit button at the end of the page.' Below this, there is a 'Secret Code *' field with the value 'R7sM' and a green checkmark, and a 'Validate the Code' button. Other fields include 'Live Event Name' (Having Crucial Conversations), 'Live Event Date' (06 Jun 2017), 'Duration *' (01:00), and 'Did you pass an exam for verification? *' with radio buttons for 'Yes' and 'No' (selected).

6. **Complete the Evaluation Statement.** An evaluation is required for each participant of an educational session. Please review this area and provide appropriate feedback to assist us in providing outstanding education. Click "Submit" when complete.



The screenshot shows the evaluation form with three text input fields: 'Overall presentation comments: *', 'What topics would interest you for future meetings? *', and 'Employer *'. A 'Submit' button is located at the bottom right, circled in red. A note at the bottom left states '* Mandatory fields'.

7. Once submitted, (provided you have included your NABP ePID & date of birth information in your portal profile) your credit will be transferred to your My CPE Monitor profile. In 48-72 hours you will be able to access your statement of credit both in your My CPE Monitor and TSHP Education Portal profiles.