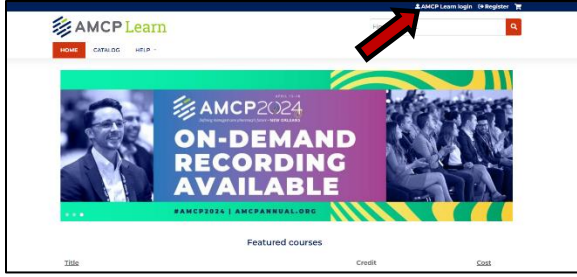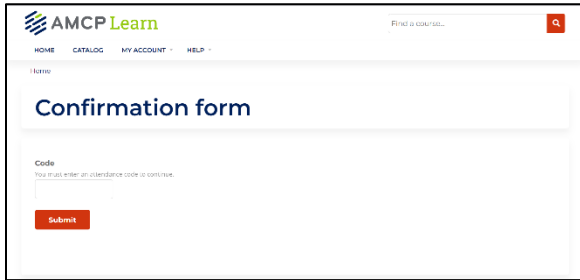# AMCP Learn - Claim CPE Instructions

Open amcplearn.org and log in. If you are unable to log in, please contact memberservices@amcp.org.

Go to amcplearn.org/code. You will see a page that says, "Confirmation Form." Here you will enter your code.

Enter the code that was displayed on the PowerPoint screen during the live session or read during the podcast, then click "Unlock."

Then hover over the arrow next to "My Account" and click "Current Activities" to complete the evaluation.
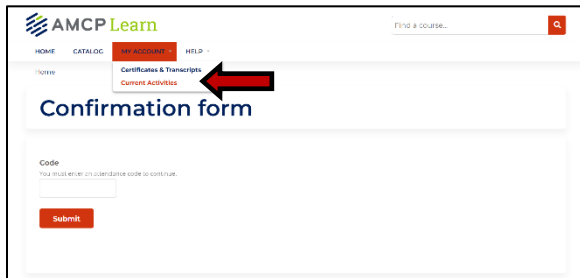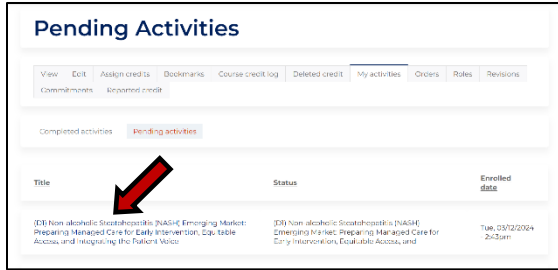
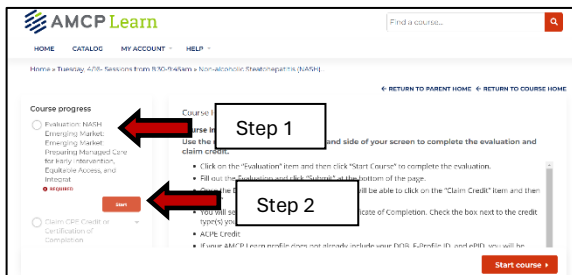**Questions? Email amcplearn@amcp.org**
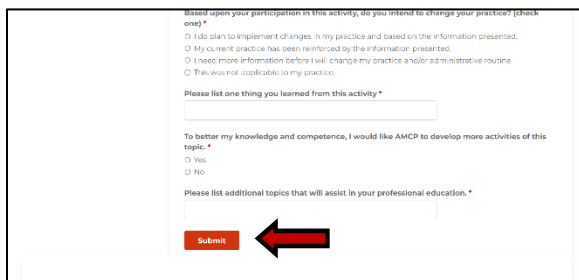
AMCP Learn - Claim CPE Instructions

You should now see the "Pending Activities" page. The session for which you've entered the code should be listed here. Click on the title to begin the evaluation.

You will now see a page with the session title at the top, and a button labeled "Take Course." If you do not see this right away, click the "Take Course" tab. Then click the "Take Course" button.
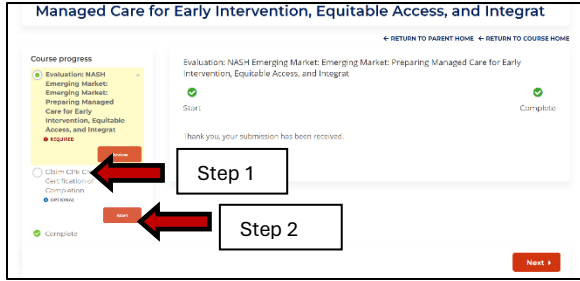

You should now see a navigation panel labeled "Course Progress" on the left-hand side of the screen. Click on the "Evaluation" item and then click "Start Course" to complete the evaluation.

Fill out the evaluation and click "Submit" at the bottom of the page.
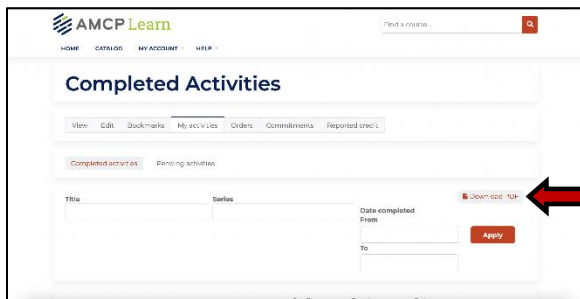
AMCP Learn - Claim CPE Instructions

Once the Evaluation has been submitted, you will be able to click on the "Claim Credit" item and then "Start."

You will see two credit options, ACPE and Certificate of Completion. Check the box next to the credit type(s) you wish to claim.

ACPE Credit: If your AMCP Learn profile does not already include your DOB and ePID, you will be prompted to update your profile.

Certificate of Completion: This is a certificate that indicates you completed the session should you need it for your records. No CPE is attached to this certificate.

When you have finished claiming, you can find your credit record and download certificates of completion by navigating to "My Account" and then "My Activities." All credit will be sent directly to CPE Monitor within 48-72 hours. If you do not see it reported within 72 hours, please contact us at amcplearn@amcp.org.

Questions? Email amcplearn@amcp.org