

Dear Participant:

Thank you for registering for the Cure SMA Clinical Care Meeting, June 15!

### Instructions for Completing the Evaluations and Claiming Credit:

#### **STEP ONE**

Create an account on the UW-Madison ICEP Learning Portal (*if you already have an account on the system, please proceed to Step 2*). To create an account:

- Visit <https://ce.icep.wisc.edu>
- Select **Create account** (top right corner of the page)
- If you have a **UW-Madison NETID and Password** - log in, or if not, create a **Visitor** account
- Complete your profile in order to track your courses and claim credit

#### **STEP TWO** (these instructions are available early the morning of June 15)

- Visit <https://ce.icep.wisc.edu/curesma2022#group-tabs-node-course-default6> (you must be logged in) > click **BEGIN**
- Complete the steps listed on the **Course Progress Bar** including the **Faculty Evaluation**, **Conference Evaluation**, and **Credit** steps. For *Psychologists* and *Physical Therapists*, complete the **Attendance Attestation** step.
- Select the credits you are eligible to earn:
  - **For AMA, ANCC, ACPE, ACE, CEU, and WOTA credits:** Enter the total credits earned (the maximum number of credits you can claim is 5.25).
  - **For APA credit:** Enter the total credits earned (partial credit will not be awarded; in order to claim credit, attendance at the entire program is required).
  - **For WPTA credit:** Enter the total credits earned (you have to attend at least 80% of the course to claim credit, which is 4.25 credits; the maximum number of credits you can claim is 5.25).
  - **For CDR credit:** In order to claim your credit, please see someone at the Conference Registration Desk to pick up a Certificate of Completion. You will need to provide your CDR Registration Number when you pick up a certificate.
- Check the box to attest you are claiming only the credit earned and click **SUBMIT**.
- Select **Certificate > Start > Download Certificate** to download your certificate.

To access your certificate at any time, return to **My account > MY ACTIVITIES > Completed activities**. Select **Download** to print a copy of the certificate associated with your credit.

**PLEASE NOTE THAT YOU HAVE UNTIL JULY 30 TO CREATE YOUR ACCOUNT, COMPLETE THE EVALUATIONS AND CLAIM CREDIT. The course will no longer be available to you after this time. If you do not claim credit before July 30, the course will not be on your transcript in the ICEP Portal.**

If you need further assistance, email [help@icep.wisc.edu](mailto:help@icep.wisc.edu).