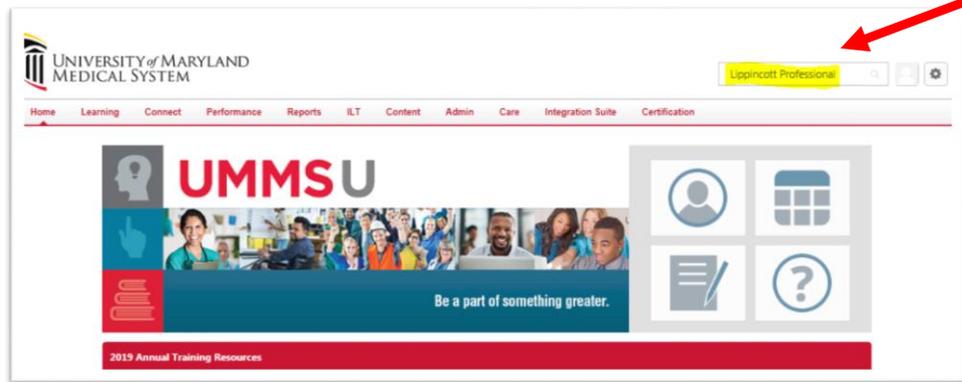


Lippincott Professional Development Collection – Obtaining CE Credits

Purpose

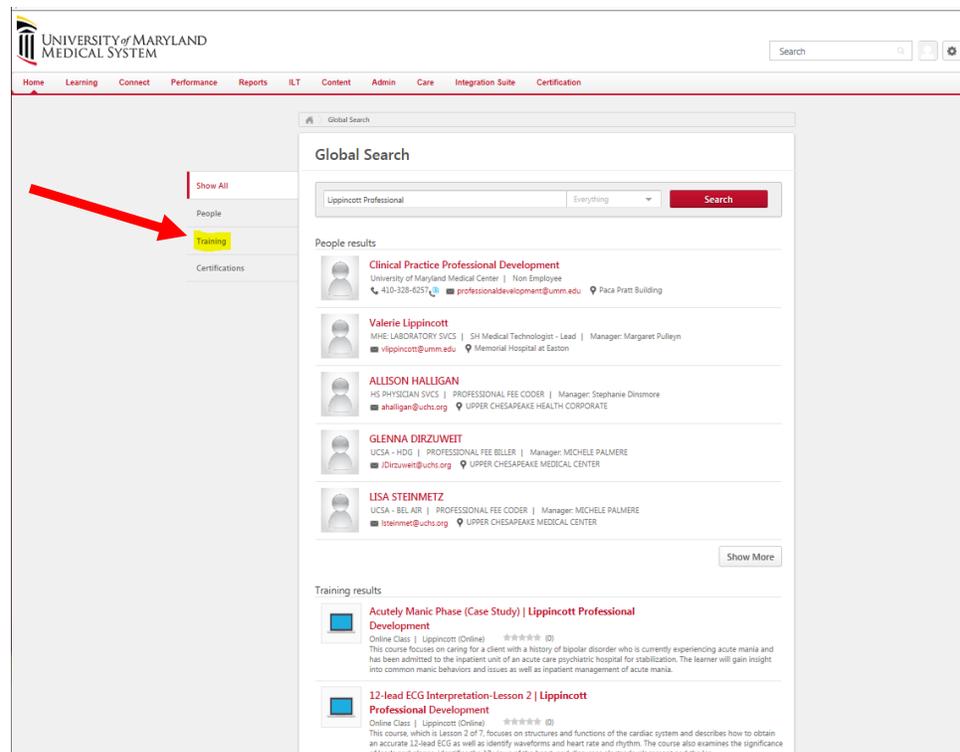
The information contained in this document will inform you how to access, register and obtain CE Certificates associated with the awarded contact hours in *Lippincott Professional Development Collection*.

Search via Global Search using key words **Lippincott Professional** or **Lippincott Professional Development**



All search results populate

- User clicks **Training**



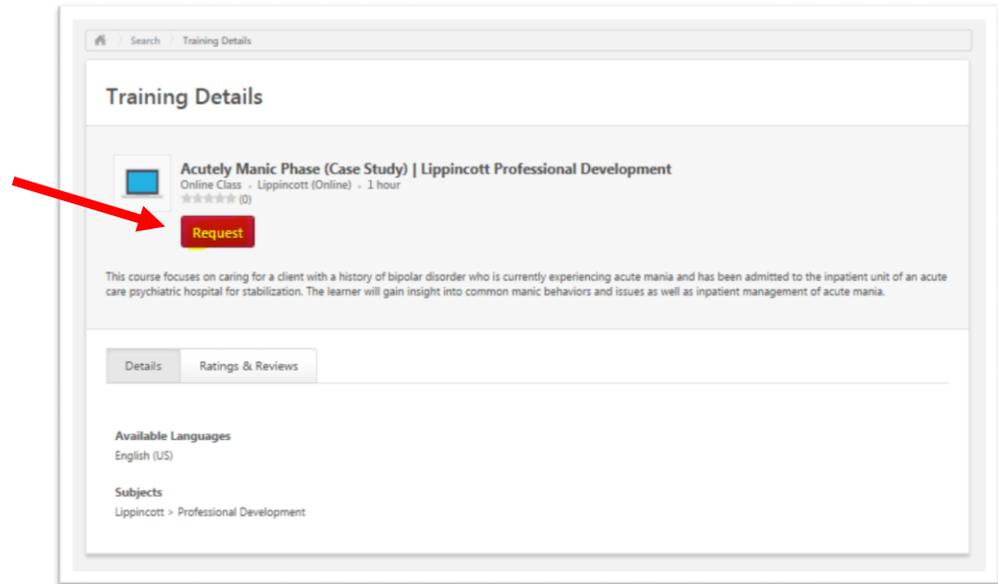
All Training titles containing **Lippincott Professional Development** will populate to the page

Note: our LMS searches for items with the exact same spelling as the search term first and those are listed in the search result first; then any other course with similar terms will populate.

The screenshot shows the University of Maryland Medical System LMS interface. At the top, there is a navigation bar with links for Home, Learning, Connect, Performance, Reports, ILT, Content, Admin, Care, Integration Suite, and Certification. A search bar is located in the top right corner. Below the navigation bar, the 'Global Search' section is active. The search input field contains 'Lippincott Professional' and the dropdown menu is set to 'Training'. A 'Search' button is visible. Below the search bar, the results are displayed under the heading 'Training results (68)'. The first result is 'Acutely Manic Phase (Case Study) | Lippincott Professional Development', which is highlighted with a red arrow. Below it are several '12-lead ECG Interpretation-Lesson' results, also from Lippincott Professional Development. On the left side of the search results, there is a sidebar with a 'Show All' button and a 'People' section. A red arrow points to the 'Training' filter in the sidebar.

User clicks **Request**

- Course goes on transcript



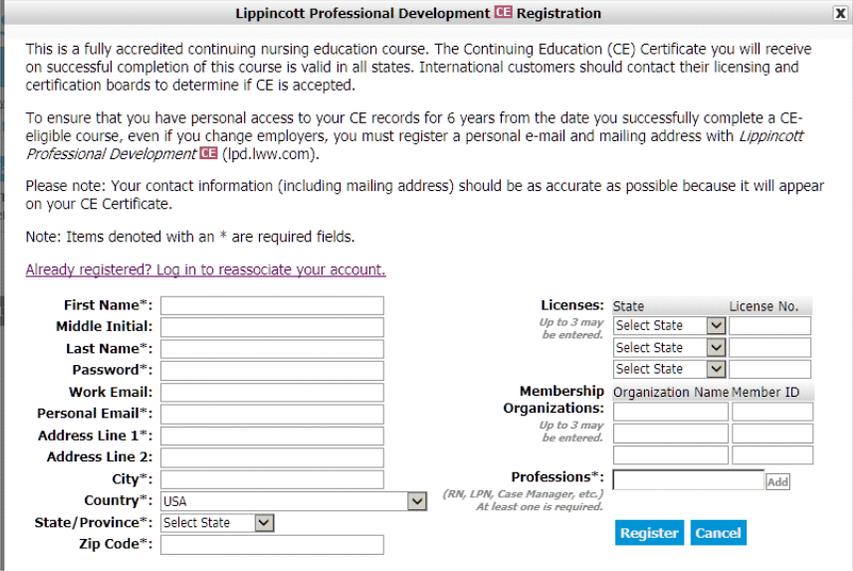
Registering for Certificates

When you have passed a course – through your Learning Management System, you will be prompted to complete a 5-question survey regarding the course. Once the survey is completed, you will be given the opportunity to access your CE Certificate.

If this is the first time you have attempted to receive a CE Certificate, you will be required to register for an account on the Lippincott Professional Development CE site (a.k.a. LPD CE). This is the site that houses all CE Certificates for the *Lippincott Professional Development Collection* courses.

The steps below will detail the registration process for you.

Step	Action
1	<p>Select the Get CE Certificate button that appears on the screen after you have completed the 5-question survey.</p> <p><u>Example:</u> Taken by: Brittany Jones Date Taken: 01/15/2015 Score: 100% (5 of 5)</p> <p>Print View Results Get CE Certificate Close</p> <p><u>Result:</u> You will be prompted to register with the LPD CE site.</p>

	 <p>This is a fully accredited continuing nursing education course. The Continuing Education (CE) Certificate you will receive on successful completion of this course is valid in all states. International customers should contact their licensing and certification boards to determine if CE is accepted.</p> <p>To ensure that you have personal access to your CE records for 6 years from the date you successfully complete a CE-eligible course, even if you change employers, you must register a personal e-mail and mailing address with <i>Lippincott Professional Development</i> (lpd.lww.com).</p> <p>Please note: Your contact information (including mailing address) should be as accurate as possible because it will appear on your CE Certificate.</p> <p>Note: Items denoted with an * are required fields.</p> <p>Already registered? Log in to reassociate your account.</p> <p> First Name*: <input type="text"/> Middle Initial: <input type="text"/> Last Name*: <input type="text"/> Password*: <input type="password"/> Work Email: <input type="text"/> Personal Email*: <input type="text"/> Address Line 1*: <input type="text"/> Address Line 2: <input type="text"/> City*: <input type="text"/> Country*: USA <input type="text"/> State/Province*: Select State <input type="text"/> Zip Code*: <input type="text"/> </p> <p> Licenses: State License No. <small>Up to 3 may be entered.</small> Select State <input type="text"/> Select State <input type="text"/> Select State <input type="text"/> </p> <p> Membership Organizations: Organization Name Member ID <small>Up to 3 may be entered.</small> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </p> <p> Professions*: <input type="text"/> Add <small>(RN, LPN, Case Manager, etc.) At least one is required.</small> </p> <p>Register Cancel</p>
2	<p>Complete all required fields.</p> <p>Information:</p> <ul style="list-style-type: none"> • Be sure to take note of the personal email address and password that you add here. These will be your login credentials for the LPD CE site where your certificates are housed. • You must select the “Add” button to add the Profession. • If you fail to complete a required field before selecting “Register”, the page will reset and the states selected will be removed. You will need to re-select the state for both the Address and the License fields.
3	<p>Select Register.</p> <p>Result:</p>  <p> Congratulations! You have successfully registered with <i>Lippincott Professional Development</i> as Your Name. Your personal e-mail address Your Personal E-mail Address is your username on <i>Lippincott Professional Development</i>. </p> <p>For each CE-eligible course that you successfully complete, your CE Certificate will automatically become available on <i>Lippincott Professional Development</i> and will remain available for 6 years from the date you successfully completed the course.</p> <p>When you click on the "Close" button, you will be granted access to your CE Certificate for this course.</p> <p>Close</p>
4	<p>Select Close.</p> <p>Result: You will be taken back to the results summary page.</p>
5	<p>Select Get CE Certificate again.</p> <p>Result: You will be taken to the Login page at the LPD CE site.</p>
6	<p>Login with the email address and password that you indicated during the LPD CE registration.</p> <p>Result: You will be asked to Open or Save the Certificate.</p>

	
7	Open or Save the Certificate based on your needs.

Courses Completed through an LMS

If the course was completed through an LMS, you should still be able to access the certificate using the instructions below; however, you must have selected the “Get CE Certificate” button on the course ***and logged into the LPD CE site*** before exiting the course in the LMS. If you did not complete these steps, you will have to retake the course in the LMS to gain access to the certificate.

Obtaining CE Certificates After Closing the Unit

There will be times when you close the unit and want to come back to get the certificate later. This can be done directly through the LPD CE site.

How to do it

Follow the steps below to gain access to a CE Certificate after you have closed the unit.

Step	Action
1	Go to http://lpd.lww.com .
2	<p>Login with the email address and password that you created during the LPD CE registration.</p> <p><u>Reminder:</u> The email address will be the personal email address that you entered during the registration.</p> <p><u>Result:</u> You will be presented with a list of all CE Certificates that are available for your account. The account will hold certificates for up to six years.</p> 
3	Select Print Certificate next to the CE that you wish to print.