PREMIER

May 8, 2023

TO: Pharmacy CE Participants

FROM: Jerry Frazier, PharmD, Director, Center for Evidence-based Pharmacy Practice, Field Pharmacy Team

RE: CE Participation Information

Thank you for your interest in the Premier CE activities. The Clinical Pharmacy team provides CE programming to Premier members on topics identified through our Needs Assessment process and member feedback. Please see the instructions below for registration and participation in our CE events.

To participate in the CE activity:
- All audio and visual components of the webinar will be provided through Zoom. You will need to register for Zoom on the CE website, clicking on the link located directly above where the handout for the event is available for downloading. Complete the Zoom registration and then click "**Add to Calendar**" so the webinar link is available to you on the date of the CE event.
- Registration on the CE website and Zoom closes 10 minutes after the webinar begins.

If participating as a group:
- Please ensure that each participant has individually registered for the CE activity and has taken the pre-test **prior** to participating in the activity.
- Copy and distribute the handout materials to all the participants at your site.
- Only one person needs to register on Zoom if you are listening as a group.

On the day of the CE activity:
- Log on to Zoom between 11:45 a.m. and 12:00 p.m.
    - You will be provided two options for the audio portion of the webinar:
        - Listen through your computer's speakers (VoIP), or
        - Listen on your telephone using the provided phone number, access code and PIN
    - Whether participating as a group or as an individual, have either a computer with speakers or a telephone to listen to the webinar
- Questions for the CE speaker should be written into the "Question" box on the Zoom screen.

[Click here](#) to view CE webinar system requirements for the learner to complete the online activity, including the internet browser(s) supported and minimum versions of each, and the minimum memory, storage, processor, and internet.

After the webinar is completed:
- Return to the CE website to complete the post-test and program evaluation no later than 45 days after the CE event takes place.
- CE credit will appear on your CPE Monitor account when all steps have been completed.

If you have questions, please contact the [Premier Pharmacy Team](#).

Thank you.

Procedures for CE Activity Participation

1. Register for the CE activity on [Premier's CE website](#). If you have not set up an account before, you need to set it up before registration. Your NABP e-PID and birth date are required to set up an account on the CE website. Note: If participating as a group, each person **must** register on the CE website prior to participation.

2. Once you have registered for the CE activity, scroll down the program's page and click on the link to register on Zoom (if participating as a group, only one person needs to register on Zoom):

3. On Zoom's registration page, fill out the required information and click on "Register":
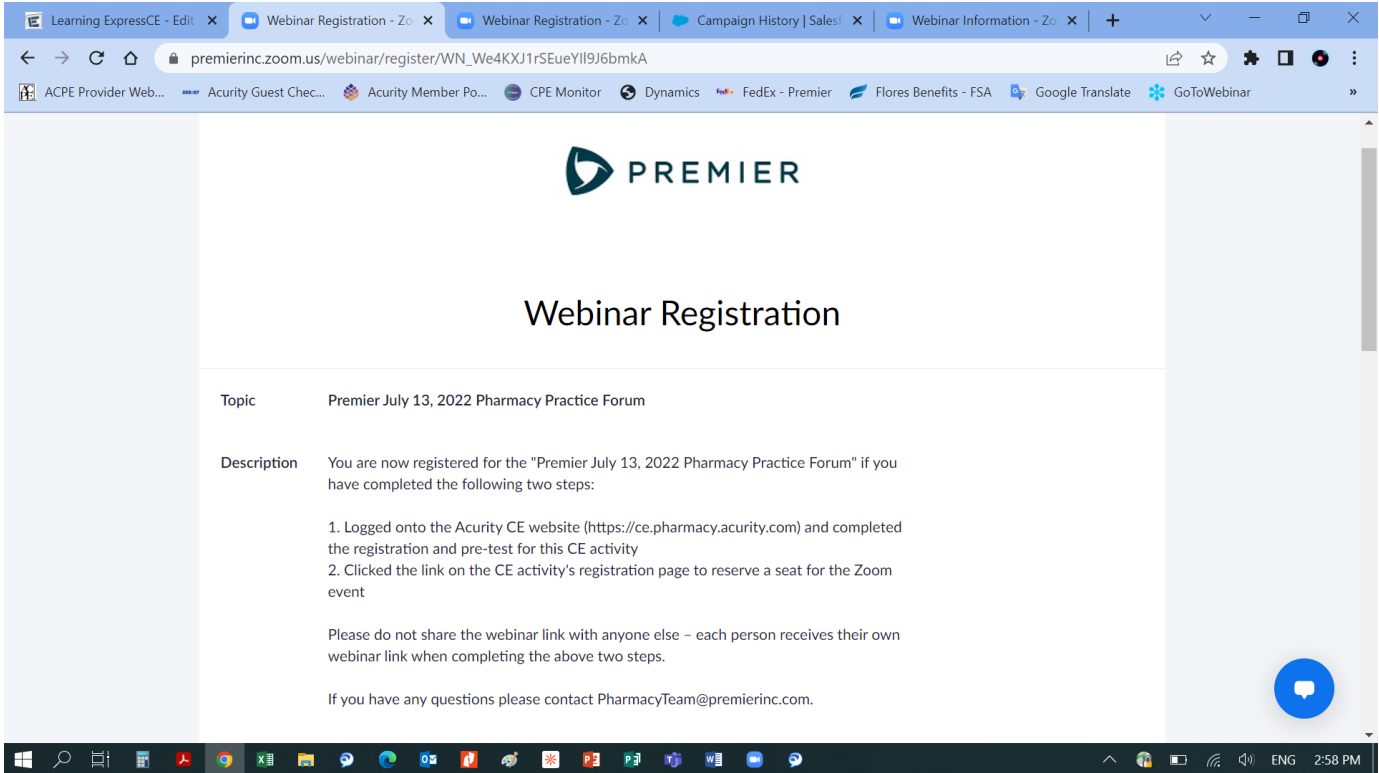
4. After clicking on the "Register" button, you will receive a confirmation e-mail from "no-reply@zoom.us" with instructions on how to join the webinar and audio options.