

# Continuing Education Instructions

---

This guide illustrates the steps required to obtain continuing education credits for the IHI event you attended.

# Overview of Steps

---

This guide will show you how to:

- Login to the IHI.org website – *we need to make sure that it's you!*
- Ensure that your enrollment is linked to your profile - *if someone else enrolled you, they don't get the credits - you do.*
- Select your credit type - *there are multiple types.*
- Edit your enrollment to reflect the sessions you attended – *you should only claim credits commensurate with the extent of your participation in this event.*
- Complete surveys
- Generate your certificate

# Step 1

- Go to <http://www.ihl.org/certificatecenter> and login if necessary.

## Log in to IHI.org

**Please login using the email address and password you provided when you registered for the site.**

If multiple people use your computer, be sure to Logout when you are finished.

Email Address:

Password:  [→ Login](#)

Remember my email and password on this computer

[→ Forgot Password](#) [→ Login Help](#)

---

**Not registered? Join the IHI.org community now!**

Registration with the site is free and open to all.

[→ Register with IHI.org](#)

**Registration has many benefits:**

- Use Improvement Tracker to document improvement projects, collect data on key measures, and keep track of changes over time.
- Download tools or use interactive tools.
- Participate in discussion groups with peers and expert hosts.
- Connect with peers and experts from around the world who are working on similar issues by using the Find a Colleague Directory.
- Receive newsletters and email updates about the launch of new Topics, features, and content posted to the site.
- Rate and comment on content.
- Share your improvement reports, tools, resources, and tips for improvement.
- Help IHI.org to better understand you and your interests so that we may tailor the site to better meet your needs.

# Step 2

- Click on the link for the program for which you would like to create a certificate.
- NOTE: DO NOT click the 'Retrieve Event' button, as there is NO EVENT CODE for this meeting.

## My Certificates

Welcome to the Certificate Center, Virginia Vance Return to MyIHI

---

**Create Certificate**

These are the events for which you are currently enrolled. Click an event link below to request a certificate.

**Critical Care Innovation Community Meeting May 4-5, 2006**  
May 4 — May 5, 2006

If one of your events is not shown above and you have an event code, please click here: [▶ RETRIEVE EVENT](#)

*If you have any trouble with the system please e-mail [info@ihi.org](mailto:info@ihi.org).*

# Step 2 (cont.)

- If you do not see a link for the program, your user profile may not be linked to your enrollment.
- Please email [info@ihi.org](mailto:info@ihi.org) with 1) your registered email address and 2) the name of the program you attended, and request that your enrollment be linked to your profile.

## My Certificates

Welcome to the Certificate Center, Virginia Vance Return to MyIHI

---

**Create Certificate**

No new event enrollments were found. To modify an existing certificate use the links in the Existing Certificates section below.

---

If one of your events is not shown above and you have an event code, please click here: [RETRIEVE EVENT](#)

*If you have any trouble with the system please e-mail [info@ihi.org](mailto:info@ihi.org).*

# Step 3

---

- Select the credit type you would like to receive, then click the "Submit" button.

## Select Credit Type

Critical Care Innovation Community Meeting May 4-5, 2006 [Return to My Certificates](#)

**Select Credit Type** >> Review & Edit Enrollment >> View Credit Details & Complete Surveys

Please select your credit type and click "Submit".

Nursing Contact Hours

# Step 4

- Click the “Edit Enrollment” button to select the sessions you attended.

## Review & Edit Enrollment

Critical Care Innovation Community Meeting May 4-5, 2006 [Return to My Certificates](#)

Select Credit Type > **Review & Edit Enrollment** > View Credit Details & Complete Surveys

If you attended different sessions than the ones shown below, you must edit your enrollment. If everything is correct press continue to complete the surveys for credit.

[▶ EDIT ENROLLMENT](#) [▶ CONTINUE](#)

### Critical Care Innovation Community Meeting May 4-5, 2006

Thursday, May 4 - Friday, May 5 2006

- Participant Day 1**  
Thursday, May 4, 12:00 AM - 11:59 PM
- LAM1 Late AM Sessions**  
Thursday, May 4, 10:30 AM - 12:00 PM  
**Warning:** This item contains one or more session. Please use the **Edit Enrollment** button to specify which of these you attended. If you skip this step, your certificate will not show the credits for those sessions.

# Step 5

- Click each “+” sign to expand the list of sessions.

**Select Sessions** Critical Care Innovation Community Meeting May 4-5, 2006

To edit sessions and return to the certificate center please 1) correct session selections below, 2) click **Checkout**, 3) click **Commit Changes**, 4) click **Return to Certificate Center**. For detailed help on this page, [click here](#)

**Add Session by Code:**  
Enter the Session Code (e.g. "A1"):

**Select Sessions from List:** [Clear Session selections](#)

*Critical Care Innovation Community Meeting May 4-5, 2006*  
Thursday, May 4 - Friday, May 5

- +  **Participant Day 1**  
Thursday, May 4, 12:00 AM - 11:59 PM
  - +  **Late AM Sessions**  
Thursday, May 4, 10:30 AM - 12:00 PM  
Please select 1 session(s) within [LAM1] (Late AM Sessions).
  - +  **Early PM Sessions**  
Thursday, May 4, 1:30 PM - 3:00 PM  
Please select 1 session(s) within [EPM1] (Early PM Sessions).
  - +  **Late PM Sessions**  
Thursday, May 4, 3:30 PM - 4:20 PM  
Please select 1 session(s) within [LPM1] (Late PM Sessions).
- +  **Participant Day 2**  
Friday, May 5, 12:00 AM - 11:59 PM
  - +  **Late AM Sessions**  
Friday, May 5, 10:30 AM - 11:10 PM  
Please select 1 session(s) within [LAM2] (Late AM Sessions).

**Current Enrollment Information**

**Order Number**  
94093

**Attendee :**  
Yourself (Virginia Vance)

**Rate :**  
Member

**Items to Be Purchased:**  
No sessions with costs selected

**Total Cost:** \$0.00

**Selected Sessions:**  
Sessions not yet selected

To return to the certificate center please 1) ensure session selections are correct, 2) click **Checkout**, 3) click **Commit Changes**, 4) click **Return to Certificate Center**.



# Step 6

- To select your sessions, click the circle next to each of the sessions you attended.

Select Sessions from List: [Clear Session selections](#)

**Critical Care Innovation Community Meeting May 4-5, 2006**  
Thursday, May 4 - Friday, May 5

+  **Participant Day 1**  
Thursday, May 4, 12:00 AM - 11:59 PM

- **Late AM Sessions**  
Thursday, May 4, 10:30 AM - 12:00 PM  
Please select 1 session(s) within **[LAM1] (Late AM Sessions)**.
  - [CCA1 Sharing Successes: Report Out Group 1](#)
  - [CCA2 Sharing Successes: Report Out Group 2](#)
  - [CCA3 Sharing Successes: Report Out Group 3](#)
- **Early PM Sessions**  
Thursday, May 4, 1:30 PM - 3:00 PM  
Please select 1 session(s) within **[EPM1] (Early PM Sessions)**.
  - [CCB1 The Ventilator and Central Line Bundles and the Foundational Elements: Moving Forward and Increasing Reliability](#)
  - [CCB2 The Sepsis Bundles and the Foundational Elements: Moving Forward and Increasing Reliability](#)
- **Late PM Sessions**  
Thursday, May 4, 3:30 PM - 4:20 PM  
Please select 1 session(s) within **[LPM1] (Late PM Sessions)**.
  - [CCC1 Mobility and Sleep: New Frontiers in ICU Care](#)
  - [CCC2 Glucose Control: Woes, Controversies, and Successes](#)
  - [CCC3 Making the Model for Improvement Work in Your Local Setting \(each team needs to send at least one representative\)](#)

**Items to Be Purchased:**  
No sessions with costs selected

**Total Cost:** \$0.00

**Selected Sessions:**  
Sessions not yet selected

[→ Next Step](#)

[→ Checkout](#)

To return to the certificate center please 1) ensure session selections are correct, 2) click **Checkout**, 3) click **Commit Changes**, 4) click **Return to Certificate Center**.

# Step 7

- When you have selected your sessions, click the green “Checkout” button.

Select Sessions from List: [Clear Session selections](#)

*Critical Care Innovation Community Meeting May 4-5, 2006*  
Thursday, May 4 - Friday, May 5

- +  **Participant Day 1**  
Thursday, May 4, 12:00 AM - 11:59 PM
  - +  **Late AM Sessions**  
Thursday, May 4, 10:30 AM - 12:00 PM
    - CCA1** [Sharing Successes: Report Out Group 1](#)
  - +  **Early PM Sessions**  
Thursday, May 4, 1:30 PM - 3:00 PM
    - CCB1** [The Ventilator and Central Line Bundles and the Foundational Elements: Moving Forward and Increasing Reliability](#)
  - +  **Late PM Sessions**  
Thursday, May 4, 3:30 PM - 4:20 PM
    - CCC1** [Mobility and Sleep: New Frontiers in ICU Care](#)
- +  **Participant Day 2**  
Friday, May 5, 12:00 AM - 11:59 PM
  - +  **Late AM Sessions**  
Friday, May 5, 10:30 AM - 11:10 PM
    - CCD1** ["I Shouldn't Have to Beg for A Prognosis": True Integration of Families](#)

**Items to Be Purchased:**  
No sessions with costs selected

**Total Cost:** \$0.00

**Selected Sessions:**  
CCA1 [Sharing Successes: Report Out Group 1](#)  
CCB1 [The Ventilator and Central Line Bundles and the Foundational Elements: Moving Forward and Increasing Reliability](#)  
CCC1 [Mobility and Sleep: New Frontiers in ICU Care](#)  
CCD1 ["I Shouldn't Have to Beg for A Prognosis": True Integration of Families](#)

[→ Next Step](#)

[→ Checkout](#)

To return to the certificate center please 1) ensure session selections are correct, 2) click **Checkout**, 3) click **Commit Changes**, 4) click **Return to Certificate Center**.

# Step 8

- Click the green “Commit Changes” button.

Total Additional Costs	Total Lowered Costs	Net change
\$0.00	\$0.00	\$0.00

**Please note:**

Please click "Commit Changes" to submit your enrollment and view your confirmation.

**Attendee :**  
Yourself (Virginia Vance)

**Rate :**  
Member

**Items to Be Purchased:**  
No sessions with costs selected

**Total Cost:** \$0.00

**Selected Sessions:**

- CCA1 [Sharing Successes: Report Out Group 1](#)
- CCB1 [The Ventilator and Central Line Bundles and the Foundational Elements: Moving Forward and Increasing Reliability](#)
- CCC1 [Mobility and Sleep: New Frontiers in ICU Care](#)
- CCD1 ["I Shouldn't Have to Beg for A Prognosis": True Integration of Families](#)

[-> Commit Changes](#)

To return to the certificate center please 1) click **Commit Changes**, 2) click **Return to Certificate Center**.

# Step 9

- Click the green “return to Certificate Center” link.

Select Attendee >> Select Rate >> Select Sessions >> Attendee Preferences >> Select Payment >> **Confirmation**

---

**Confirmation** Critical Care Innovation Community Meeting May 4-5, 2006

For detailed help on this page, [click here](#)

[Click here to return to Certificate Center](#)

**Event Information**

Critical Care Innovation Community Meeting May 4-5, 2006  
Hilton Atlanta  
Thursday, May 04, 2006

Enroller: Virginia Vance (vvance@ihi.org)  
Attendee: Virginia Vance (vvance@ihi.org)

**Selected Rate:**

Member

# Step 10

- Click the blue “Continue” button.

## Review & Edit Enrollment

Critical Care Innovation Community Meeting May 4-5, 2006 [Return to My Certificates](#)

Select Credit Type >> **Review & Edit Enrollment** >> View Credit Details & Complete Surveys

If you attended different sessions than the ones shown below, you must edit your enrollment. If everything is correct press continue to complete the surveys for credit.

[▶ EDIT ENROLLMENT](#)

[▶ CONTINUE](#)

### Critical Care Innovation Community Meeting May 4-5, 2006

Thursday, May 4 - Friday, May 5 2006

- Participant Day 1**  
Thursday, May 4, 12:00 AM - 11:59 PM
- Late AM Sessions**  
Thursday, May 4, 10:30 AM - 12:00 PM
  - CCA1 Sharing Successes: Report Out Group 1**  
Thursday, May 4, 10:30 AM - 12:00 PM

# Step 11

- Access the online survey(s) by clicking the “Take Survey Now” button, and take the survey(s).

## View Credit Details & Complete Surveys

Critical Care Innovation Community Meeting May 4-5, 2006 [Return to My Certificates](#)

Select Credit Type >>> Review & Edit Enrollment >>> **View Credit Details & Complete Surveys**

You cannot receive credit for an event and obtain a certificate without completing all of the surveys listed below. To do so, simply click on the button to the right of the event. If you are unable to finish all surveys your progress will be saved. [GENERATE CERTIFICATE](#)

---

**Critical Care Innovation Community Meeting May 4-5, 2006**  
Thursday, May 4 - Friday, May 5 2006

**Participant Day 1**  
Thursday, May 4, 12:00 AM - 11:59 PM

**Late AM Sessions**  
Thursday, May 4, 10:30 AM - 12:00 PM

**CCA1 Sharing Successes: Report Out Group 1**  
Thursday, May 4, 10:30 AM - 12:00 PM

**Early PM Sessions**  
Thursday, May 4, 1:30 PM - 3:00 PM

**5.00 Credits**  
[TAKE SURVEY NOW](#)  
[OPT OUT OF SURVEY](#)

**1.80 Credits**  
[TAKE SURVEY NOW](#)  
[OPT OUT OF SURVEY](#)

# Step 12

- When all surveys are completed, click the blue "Generate Certificate" button, and you're done!

## View Credit Details & Complete Surveys

Critical Care Innovation Community Meeting May 4-5, 2006 Return to My Certificates

Select Credit Type >>> Review & Edit Enrollment >>> **View Credit Details & Complete Surveys**

You cannot receive credit for an event and obtain a certificate without completing all of the surveys listed below. To do so, simply click on the button to the right of the event. If you are unable to finish all surveys your progress will be saved.

**GENERATE CERTIFICATE**

---

**Critical Care Innovation Community Meeting May 4-5, 2006** 5.00 Credits Survey Completed.  
Thursday, May 4 - Friday, May 5 2006

**Participant Day 1**  
Thursday, May 4, 12:00 AM - 11:59 PM

---

**Late AM Sessions**  
Thursday, May 4, 10:30 AM - 12:00 PM

---

**CCA1 Sharing Successes: Report Out Group 1** 1.80 Credits Survey Completed.  
Thursday, May 4, 10:30 AM - 12:00 PM

# Review

---

You should now be able to:

- Login to the IHI.org website
- Ensure that your enrollment is linked to your profile
- Select your credit type
- Edit your enrollment to reflect the sessions you attended
- Complete surveys
- Generate your certificate



# Questions?

---

If you have questions, please contact the IHI Customer Service team at (617) 301-4800 or [info@ihi.org](mailto:info@ihi.org). They will gladly guide you through this process.