NEW AND IMPROVED ISMPP CREDIT TRACKER

Instructions for Use

The ISMPP CE Credit Tracker can now be found under the <mark>**Certification**</mark> tab on the ISMPP website (www.ismpp.org).

To enter a new activity, click "ADD CREDIT" at the top right of the screen.

You will then see the following screen.

You are *required* to complete the following fields.

- **Event/Session Name** – Name of activity
- **Credit Hours** – Number of credit hours assigned to activity (can be found on the List of Approved CMPP Activities)

- **Date Range** – Date(s) of activity. If activity is 1 day, enter the same date for start and end date
- **Category** – Assigned domain for activity
- **Description** – Type of activity (eg, ISMPPU, Annual Meeting, ISMPP West, CBI meeting, AMWA meeting, etc)

Click SAVE once you have entered the required data in the fields.

After you have saved your entry, you may click "UPLOAD CERTIFICATE" to upload any documentation associated with the activity. By doing so, all your documentation will accompany your credits in the event of an audit.

Please contact cmpp@ismpp.org with any questions.