



Instructions for Claiming CE Credit

Please read carefully to ensure your CE credits can be submitted to CPE Monitor

Scenario 1: Are you a current CSHP member?

1. Sign in using your CSHP account credentials (Username & Password) on the <https://ce.cshp.org> webpage.
2. You are now signed in and you are ready to claim your CE credit!

Scenario 2: Are you a member whose CSHP membership has lapsed?

1. If you would like to renew your CSHP membership you may do one of the following options:
 - a. Sign into your CSHP account and you will be automatically redirected to renew your CSHP membership.
 - b. If you have forgotten your CSHP login information you may call our office at 916-447-1033 or submit a [contact form](http://www.cshp.org/general/?type=CONTACT) (<http://www.cshp.org/general/?type=CONTACT>) so that we may assist you in renewing your membership.
2. If you do not want to renew your CSHP membership and would like to just claim your CE credit please continue the instructions in scenario 3.

Scenario 3: Do you just want to claim CE credit without becoming a CSHP member?

1. First, you will need to create your free Non-Member CE Account. To do so, visit the following [webpage](http://www.cshp.org/general/register_start.asp) (http://www.cshp.org/general/register_start.asp) and select the Non-Member CE Account.
 - a. Note: Make sure you enter in your NABP e-Profile ID and NABP e-Profile Birthday to ensure successful submission to CPE Monitor.
2. Continue the registration process by following the step-by-step instructions.
 - a. Note: While the Non-Member CE Account is free of charge, CSHP member privileges are not included.
3. After creating your Non-Member CE Account, you will be sent an auto-email to verify your account. After verifying your account, you will be able to sign in and claim your CE credit!