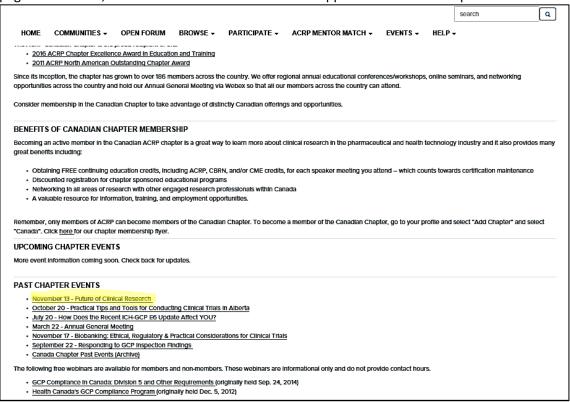
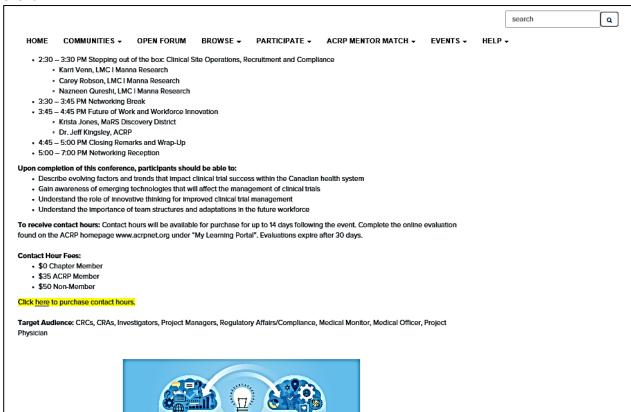
## **Instruction for Obtaining Contact Hours**

1. Go to the Canadian chapter website by clicking on the link <a href="www.acrpnet.org/canada">www.acrpnet.org/canada</a> on the ACRP home page. Once there, locate and click the event title that appears under Past Chapter Events.



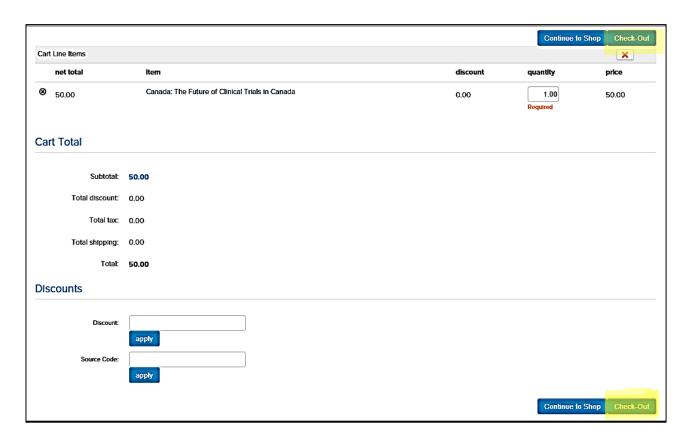
2. Once on the event page, scroll down and click on the link "Click here to purchase contact hours" for this event:



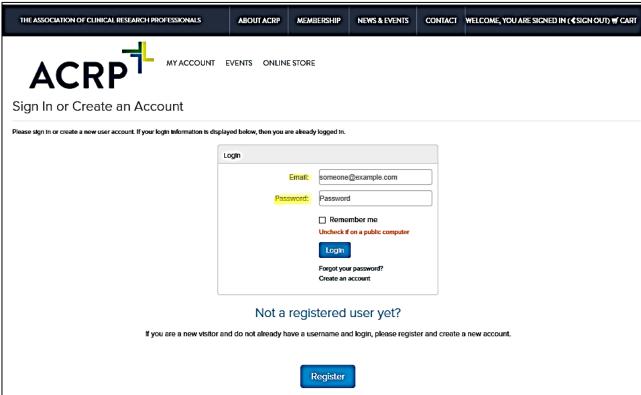
3. This link will bring you to the Online Store. Select Add to Cart at the bottom of the page.



**4.** On the following screen select "Check Out" at either top or bottom of the screen **NOTE**: The \$50 Price is appearing because you are not logged into the website and the system is displaying the non-member price. This price will change once you login and whether you are a non-member, ACRP member, or chapter member.



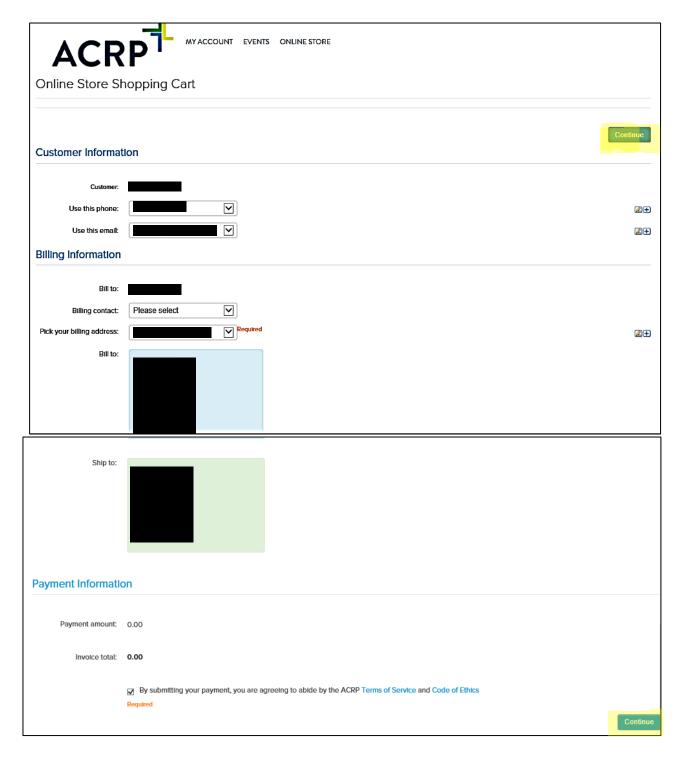
5. This will bring you to the Login Page.



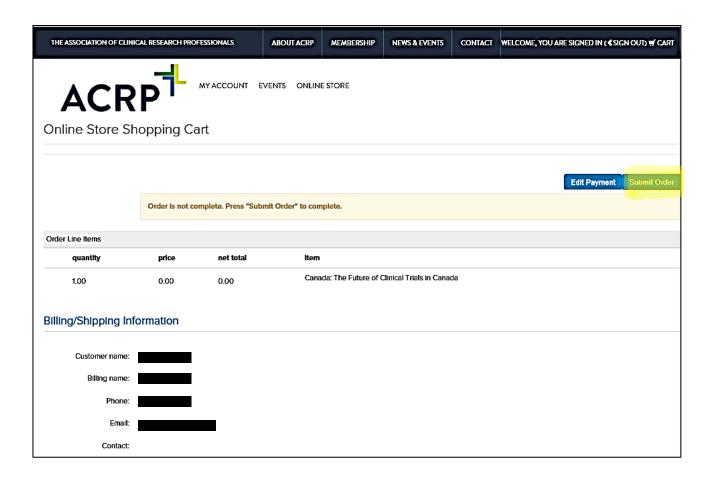
- a. If you are an ACRP member, login with your user name and password.
- b. If you are not an ACRP member, you must create an account by clicking "Create an account."
  - i. NOTE: by creating an account, you are not registering to become an ACRP member, but you must register to gain access to the website.

**6.** Now that you are logged in, the price for this event has changed based on your account settings. As a member, the payment amount is now \$0. Select "**Continue.**"

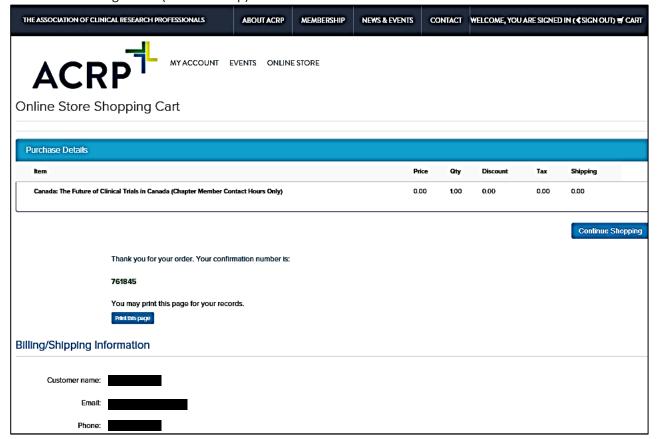
NOTE: Even though the contact hours may show as free of charge to Chapter Members, attendees still have to "purchase" them in order for the event to show up in their record as the evaluation and contact hours are tied to the event.



7. Review your order and select "Submit Order" at the top or bottom of the screen

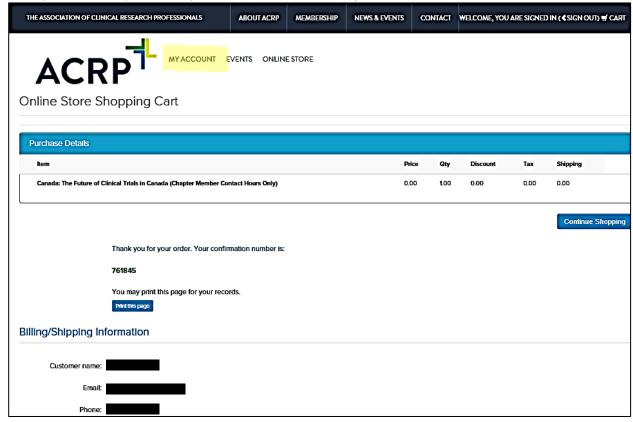


**8.** You will then see the Confirmation Page below. Stay on this page in order to complete the Evaluation in the ACRP Learning Portal (see next step)

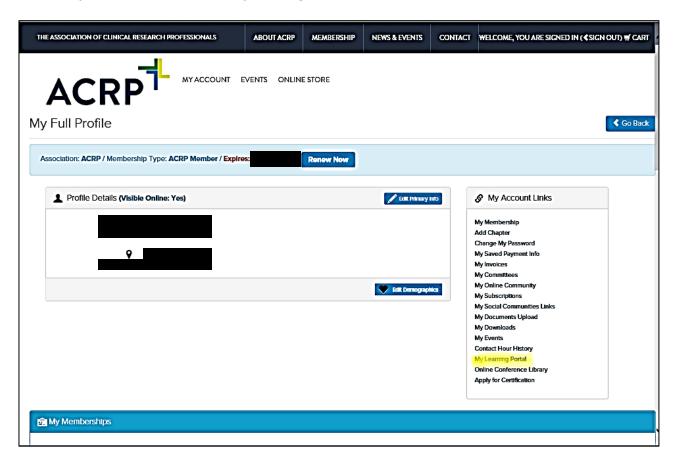


## Instruction for Completing the Evaluation in the ACRP Learning Portal

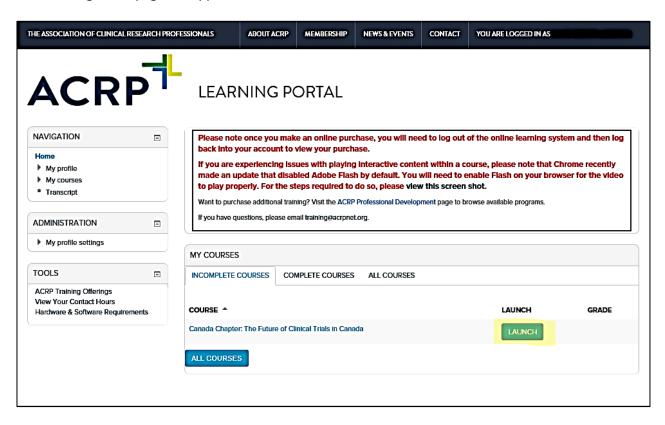
9. Once you have completed the purchase (above) select "My Account"



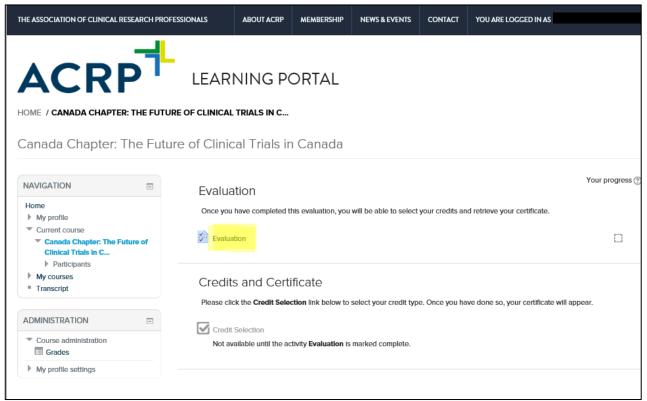
10. Under "My Account Links", select "My Learning Portal"



11. The Learning Portal page will appear. Select "Launch".



12. Select "Evaluation".



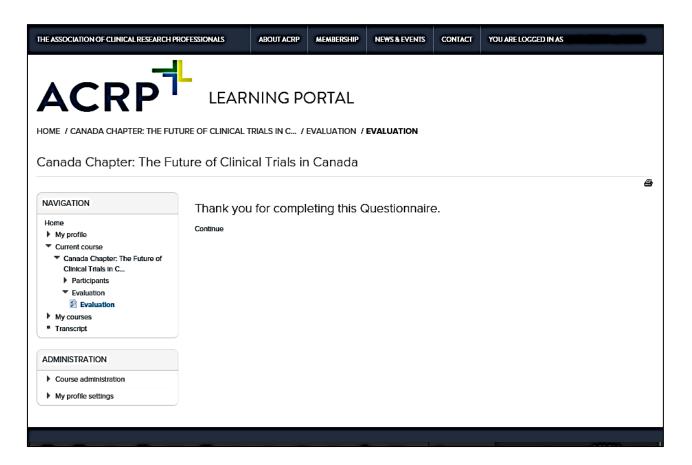
**13.** Complete the series of questions regarding the event you participated in, ensuring that the red-asterisked questions are answered. After the last question is answered, select "Submit Questionnaire".

**DO NOT YET** press the **Continue** prompt that appears after the Questionnaire has been completed (see (next) step 14).

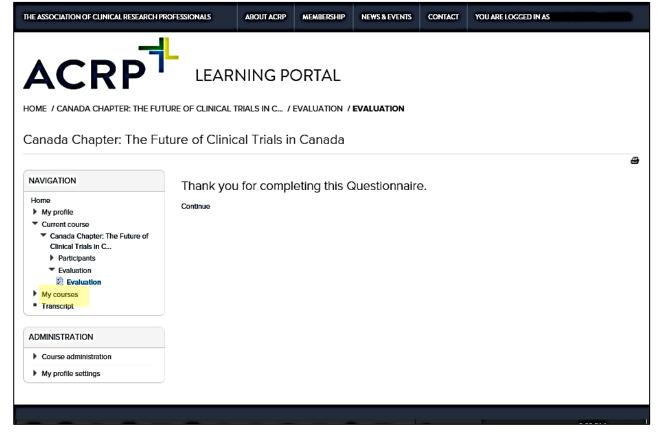


**14.** This page will appear to confirm all required questions and steps have been completed.

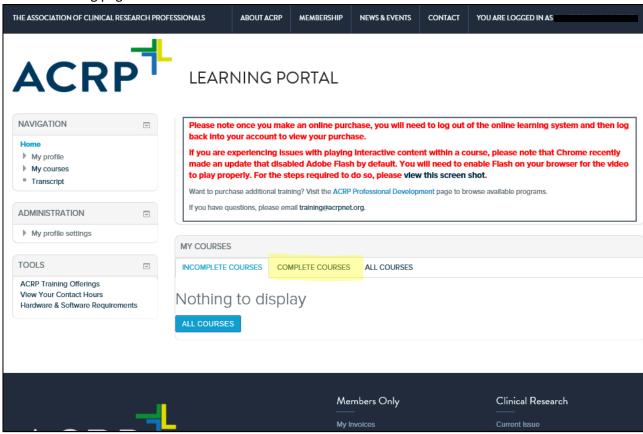
<u>Do not yet press Continue</u>. The database needs **5- 10 minutes** to process your Questionnaire and confirm your Evaluation. After this period see the next step below (step 15)



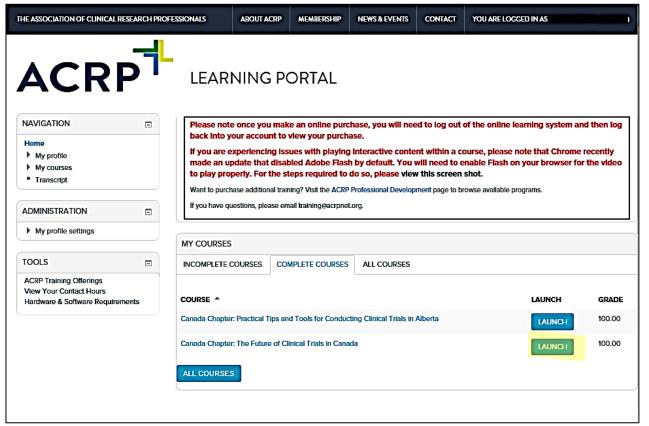
## 15. After the 5-10 min period, select My Courses



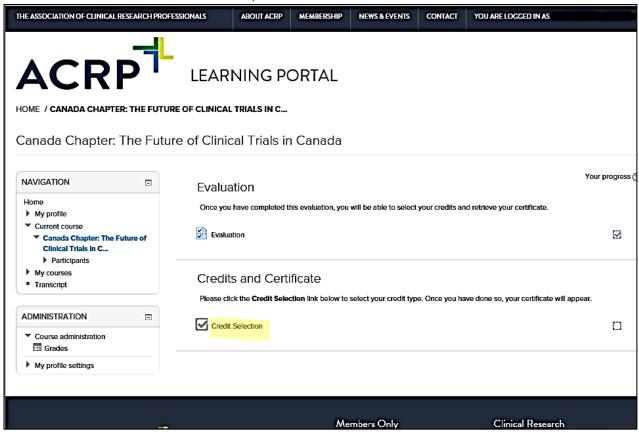
16. On the resulting page select the COMPLETED COURSES tab.



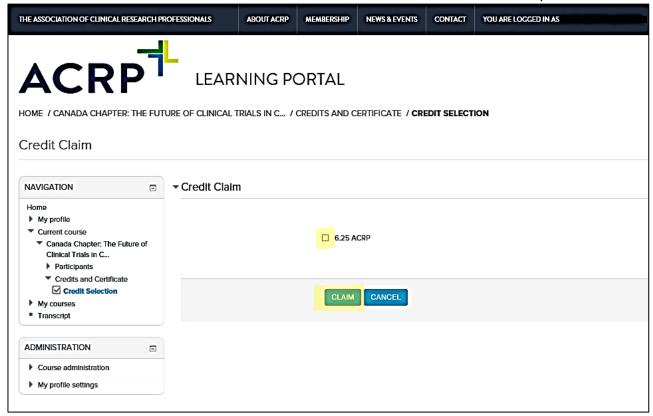
17. Select the LAUNCH button next to the title of this event.



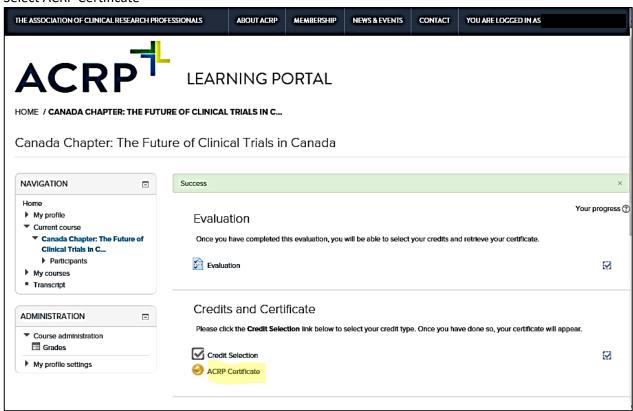
18. Under the section Credits and Certificate, select "Credit Selection".



19. Click the check box next to the "6.25 ACRP" for hours of credit and then select Claim for your records.



19. Select ACRP Certificate



**20.** Your certification for this event is available to claim for your records (open the **pop-up** prompt at the bottom)





## Association of Clinical Research Professionals



Canada Chapter: The Future of Clinical Trials in Canada

Senior Director of Training and Development

CERTIFICATION DATE: November 14, 2017 CREDITS AWARDED: 6 25 ACRP



The Association of Clinical Research Professionals (ACRP) provides continuing medical education for the completion of this educational activity. These credits can be used to