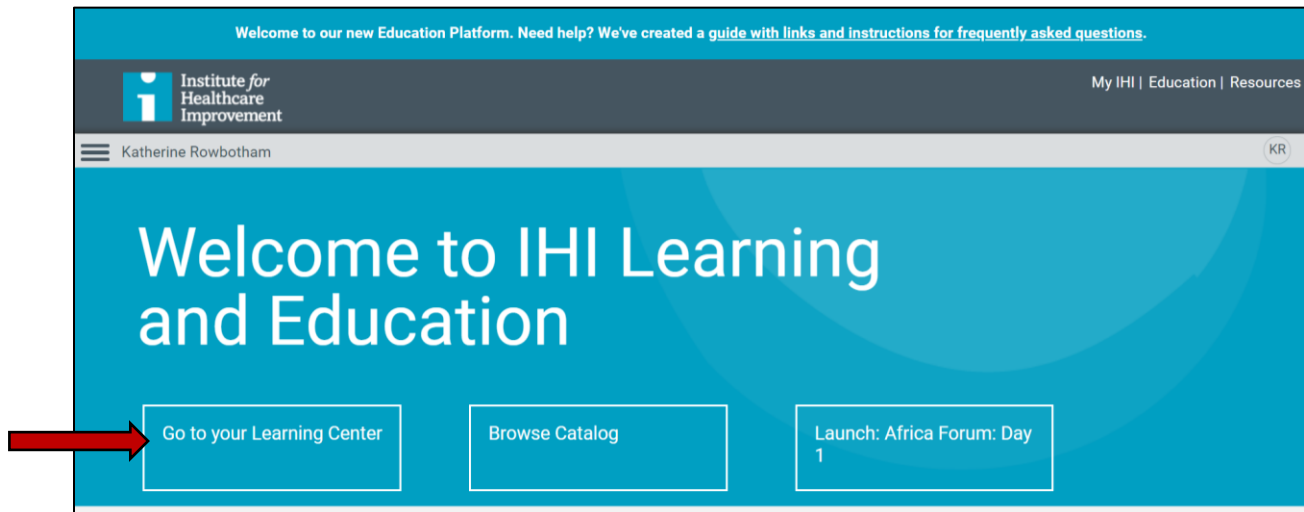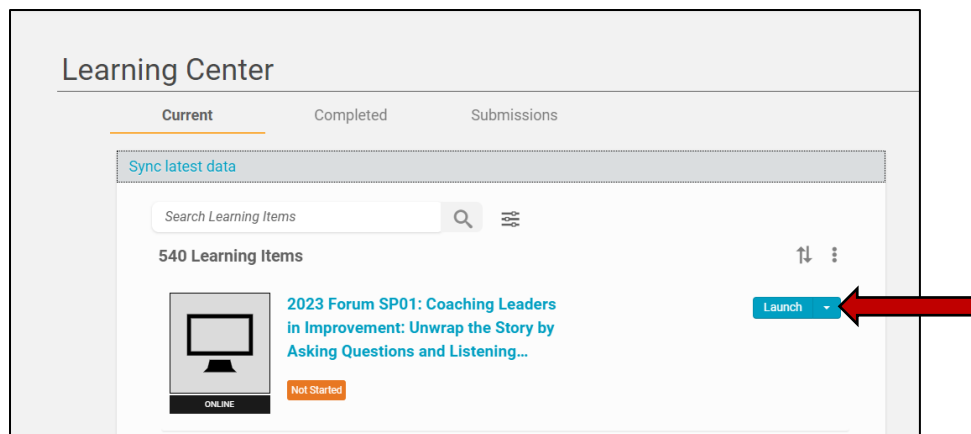# Institute for Healthcare Improvement

Instructions for Claiming Continuing Education/Attendance Certificate

1. Visit the [IHI Education Platform.](#)
2. Sign in with your MyIHI username and password.
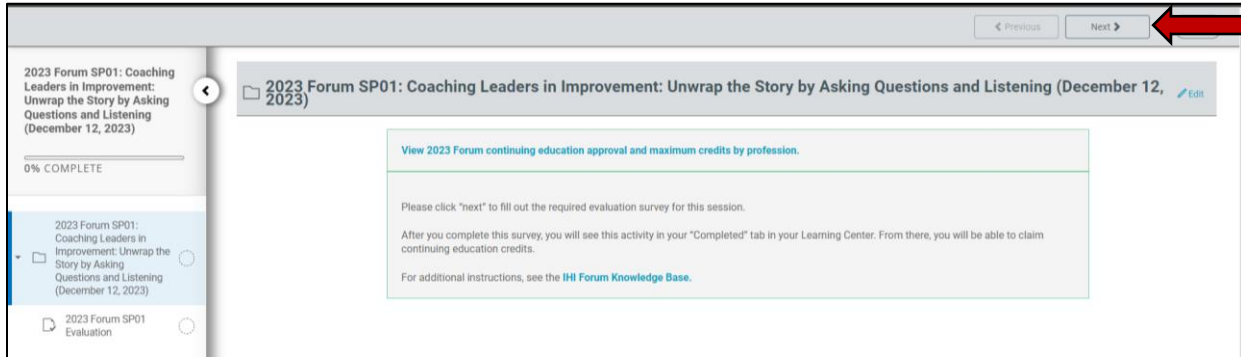3. From the homepage, select "Go to your Learning Center."

4. Under the default "Current" tab, find the sessions that you attended. Select "Launch" next to the session that you would like to claim.

5. Click "next" to advance to the evaluation.

6. Select the evaluation and click "Start."
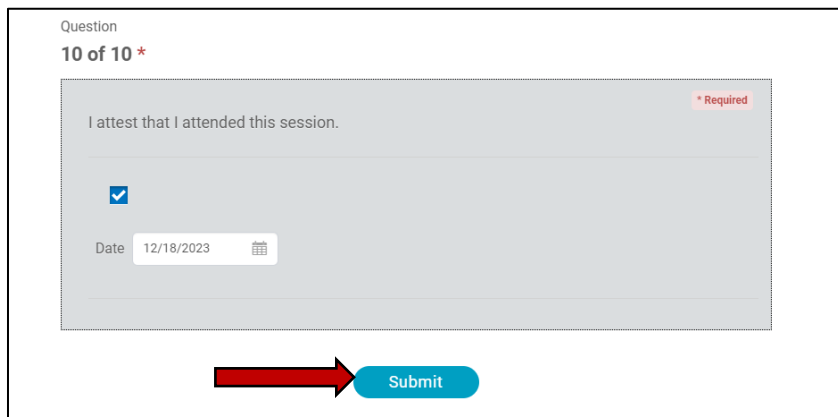
7. Provide your feedback for each question and click "Submit" once you are complete.

8. Confirm your selection by clicking "yes" on the popup.

Are you sure you wish to complete your submission?

No   Yes
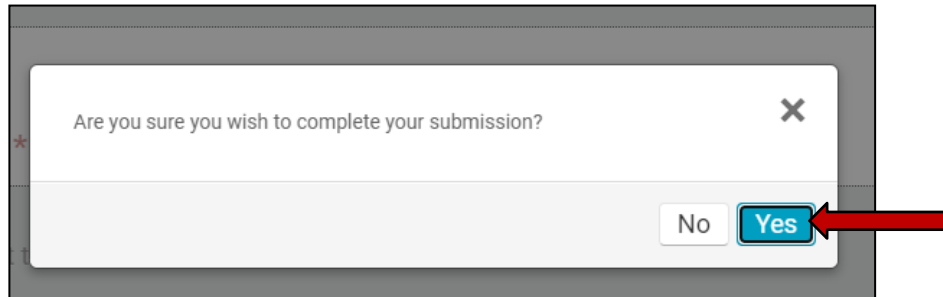
9. Click "Return to Learning Center."

▤ **Congratulations**

You have successfully completed activity **2023 Forum SP01: Coaching Leaders in Improvement: Unwrap the Story by Asking Questions and Listening (December 12, 2023)**.
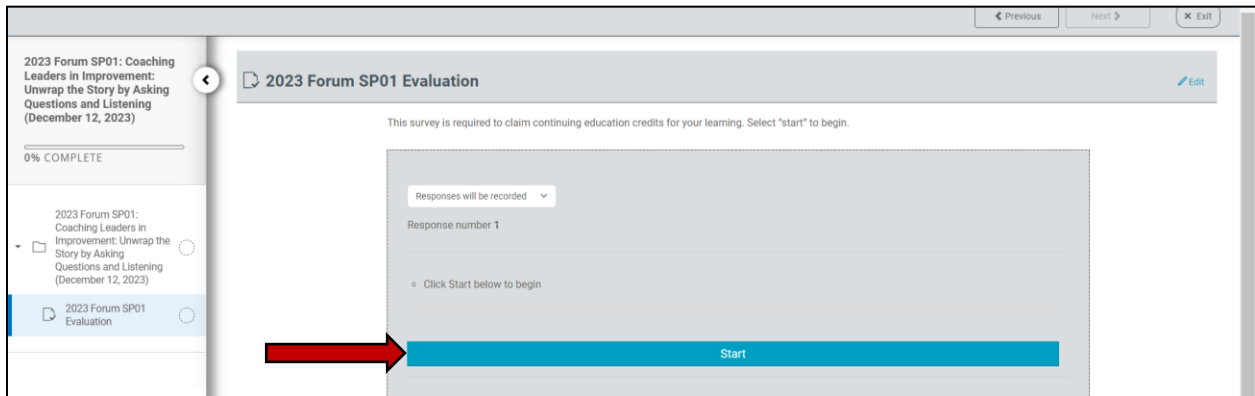
☆ ☆ ☆ ☆ ☆   ✏ Write a review

Return to Learning Center   OK
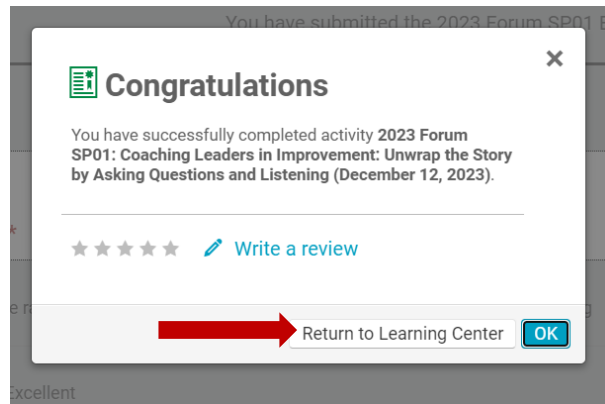
10. Under the "Completed" tab, select "Claim Credits."

Learning Center

Completed   Submissions

Print certificates, view your course history and claimed credits in My IHI.

Search Learning Items   🔍   ⚙

71 Learning Items

2023 Forum SP01: Coaching Leaders in Improvement: Unwrap the Story by Asking Questions and Listening (December 12, 2023)
Online
View Submissions | View Course

Satisfied and Completed on 12/18/2023 11:47 AM

Claim Credits

11. Make your selection(s) and click "Submit."

Claim Credits | IHI - Institute for Healthcare Improvement

Claim Credits

Credit Type	Credit Value	Claim
CPPS Recertification	2.50	☐
US Physician course	2.50	☐
Pharmacist CPE	2.50	☐
Nursing Contact Hours	2.50	☐
General Attendance	2.50	☐
Certified Professionals in Healthcare Quality	2.50	☐

Submit

12. Confirm your credit selection.

- Institute for Healthcare Improvement

Please confirm your credit selection

No   Yes

13. Navigate back to your "Completed" tab. Select the link titled "Print certificates, view your course history and claimed credits in My IHI."

Learning Center

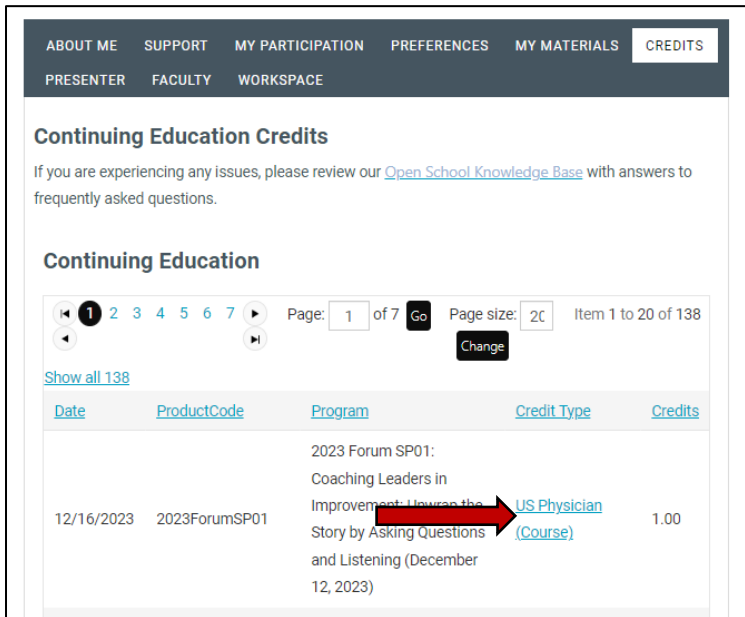Current   **Completed**   Submissions

Print certificates, view your course history and claimed credits in My IHI.

Search Learning Items   🔍

40 Learning Items

14. Click the linked credit type beside your selection. Please note that it can take up to 24 hours for the certificate to populate.
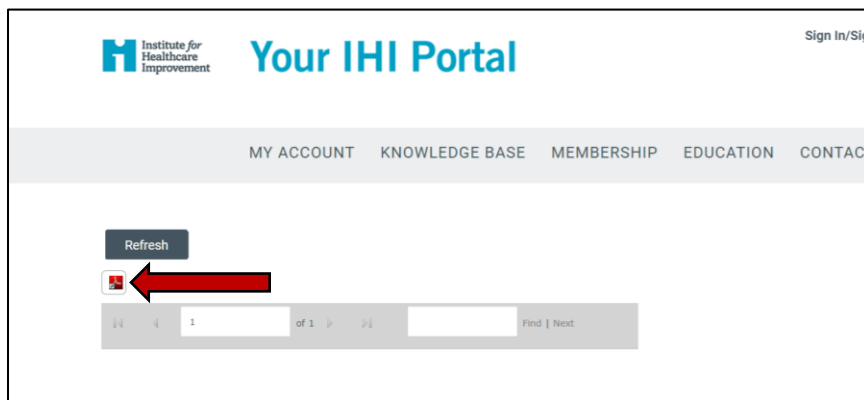
15. The certificate will display on a new page. A PDF copy can be downloaded by selecting the small red PDF icon as shown below.