Continuing Education Guide: Home Studies

Please follow these instructions to earn home study continuing education credit on the Michigan Pharmacists Association (MPA) Web site. If you have any questions, please contact our office at (517) 484-1466 or MPA@MichiganPharmacists.org.


2. Navigate to the listing of pharmacist and pharmacy technician programming, and choose a home study that you would like to purchase and complete. Click on the title of that home study to be taken to the course page.

3. Once you are on the course page, watch the video presentation or click on the link provided to read through the complete article, depending on the format of the home study you selected.
4. After you watch the video or read the article, click on “Add to Cart” to purchase the home study. Click on “Checkout,” provide your payment details, review your order and then click on “Place Order.”

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managed Care Pharmacy (T) - HS</td>
<td>1</td>
<td>$10.00</td>
<td>$10.00</td>
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Order Total: $10.00
5. Once you purchase the course, you will be sent an e-mail with a link to the course page to access the evaluation and posttest, or you can click on the “Online CE page” link on the order confirmation screen to navigate back to the page.

OR:

6. On the course page, click on “Begin Course.”
7. Provide or verify your Birthdate and CPE Monitor number, which are required to earn continuing education credit so that MPA can upload any credits that you earn to this online system that allows you to track your pharmacy continuing education.

8. Complete the course evaluation by selecting answers and providing feedback on the home study. Once you have answered all of the evaluation questions, click on “Finish” to move onto the posttest.
9. Complete each of the posttest questions. Mark the answer choice that you believe is correct, and then click on “Answer” for each question. Please note the number of attempts that you have remaining at the bottom of the question screen. If you attempt a home study course twice without passing, you will be required to purchase it again in order to receive credit. You must get a 70 percent or greater to receive continuing education credit.

10. If you pass the course, your credit information will be applied to your record in MPA’s database. The Association will then upload your earned credit to CPE Monitor. The pop-up notification on the screen will indicate that you successfully passed the course. You will also be sent a verification e-mail stating that you passed the course.
11. If you fail the course, you will be given one additional attempt to pass the test before you will be required to re-purchase the course if you would like to earn credit. A pop-up notification on the screen will indicate how many questions you got right out of the total number of questions as well as how many attempts that you have remaining. This information will also be e-mailed to you, along with a link to the course page in case you would like to come back to the course and complete your second attempt at a later time.
12. To retake a failed course, simply revisit the course page and click on “Take Course.” You will not be required to retake the evaluation. Mark the answer choice that you believe is correct, and then click on “Answer” for each question.

13. If you fail the course a second time, please refer to step 4 of these instructions to repurchase the course and gain two additional attempts to pass the course posttest.