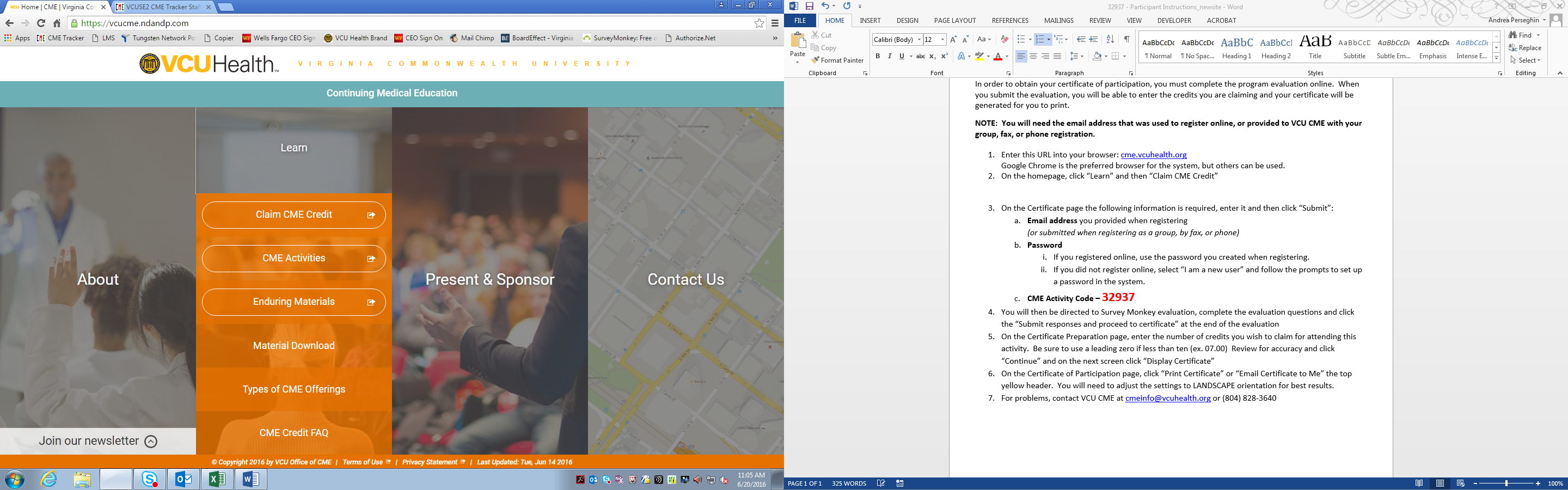
Public Health and Healthcare Preparedness Academy 2017May 31-June 1, 2017 – Fredericksburg, VA  
**Evaluation & Certificate Instructions**

**Online Evaluation will be available at the end of the conference.  
ACTIVITY CODE 34907**

In order to obtain your certificate of participation, you must complete the program evaluation online which will be **available at the end of the Academy.** **You must complete the program evaluation by June 9, 2017 in order to receive CME/CE.** When you submit the evaluation, you will be able to enter the credits you are claiming and your certificate will be generated for you to print.

1. Enter this URL into your browser: [cme.vcuhealth.org](http://www.cme.vcu.edu)  
   *NOTE: Google Chrome is the preferred browser for the system.*
2. Click “Learn” and on the navigation menu, click “Claim CME Credit.”  
   
3. On the CME Certificate page, the following information is required according to if you have previously used the CME Certificate page or if you are a new user.
   1. **Email address and Password**
      1. If you have used the CME Certificate page before, enter your email address used before.
      2. If you are using the CME Certificate page for the first time, select “I am a new user” and follow the prompts to set up a password in the system. Remember this password for the next time you apply for CME credits offered through VCU.
   2. **CME Activity Code – 34907**
   3. Click “Sign In”
4. You will then be directed to a Survey Monkey evaluation. Complete the evaluation questions and click the “Submit responses and proceed to certificate” at the end of the evaluation.
5. On the Certificate Preparation page, enter the number of credits you wish to claim for attending this activity. Be sure to use a leading zero if less than ten (e.g., 07.00). Review for accuracy and click “Continue” and on the next screen click “Display Certificate.”
6. On the Certificate of Participation page, click “Print Certificate” or “Email Certificate to Me” the top yellow header. You will need to adjust the settings to LANDSCAPE orientation for best results.

**Continued on Page 2**

**Continuing Medical Education | UHS Professional Education Programs, Inc.**  
PO Box 980048, Richmond, VA 23298-0048  
(804) 828-3640 | Fax (804) 828-7438 | cme.vcuhealth.org

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1. Note that the Survey Monkey evaluation to be completed in number four above is for VCU CME purposes.   
   **IMPORTANT: Please go to** [**https://www.surveymonkey.com/r/2017-Academy**](https://www.surveymonkey.com/r/2017-Academy) **to complete a separate Survey Monkey evaluation for Virginia Department of Health’s (VDH) evaluation purposes. Also, there will be a TRAINVirginia certificate of attendance provided from TRAINVirginia once you complete VDH’s Survey Monkey evaluation.**
2. For CME problems, contact VCU CME at [cmeinfo@vcuhealth.org](mailto:cmeinfo@vcuhealth.org) or (804) 828-3640.

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