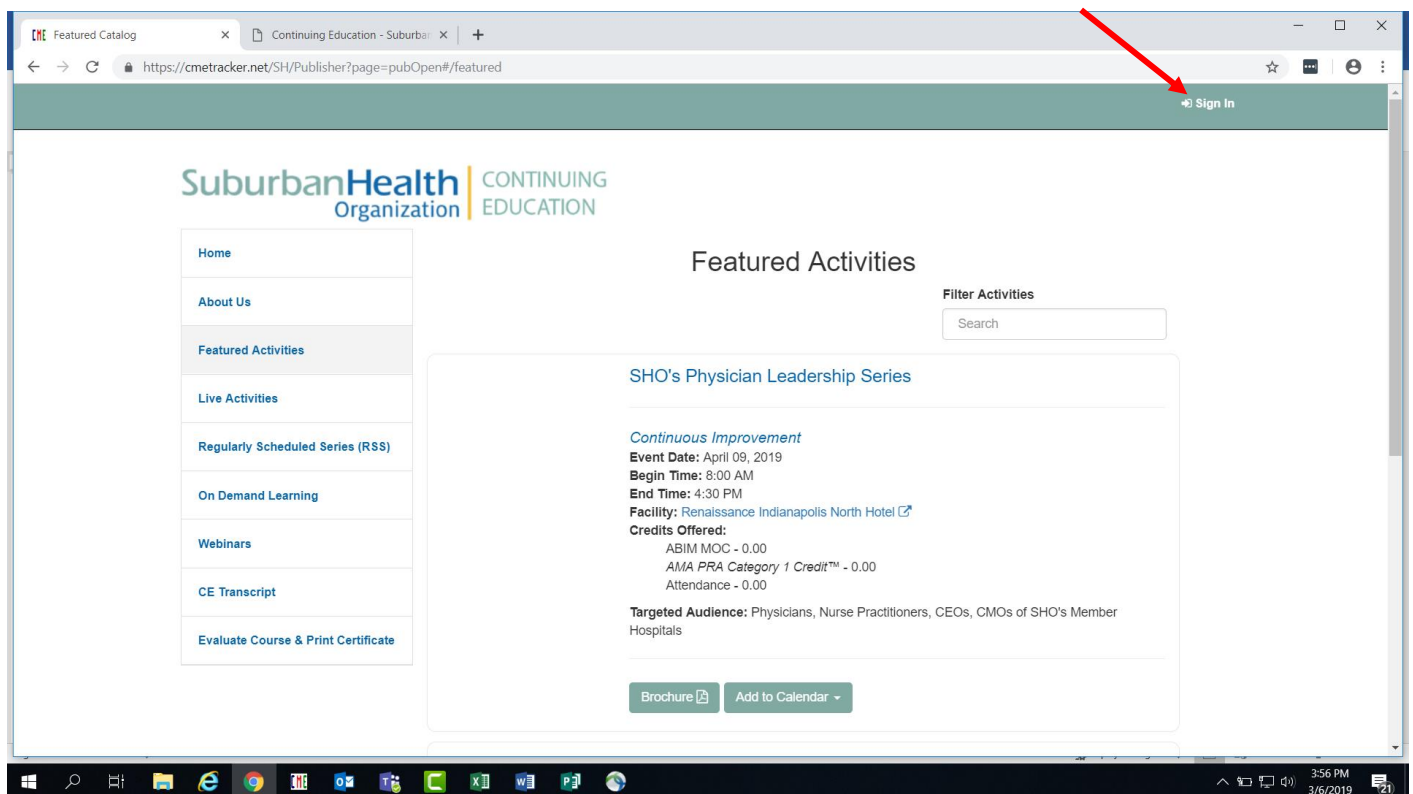


## Suburban Health Organization's (SHO) Continuing Education (CE) User Guide for Evaluating Course and Printing Certificates

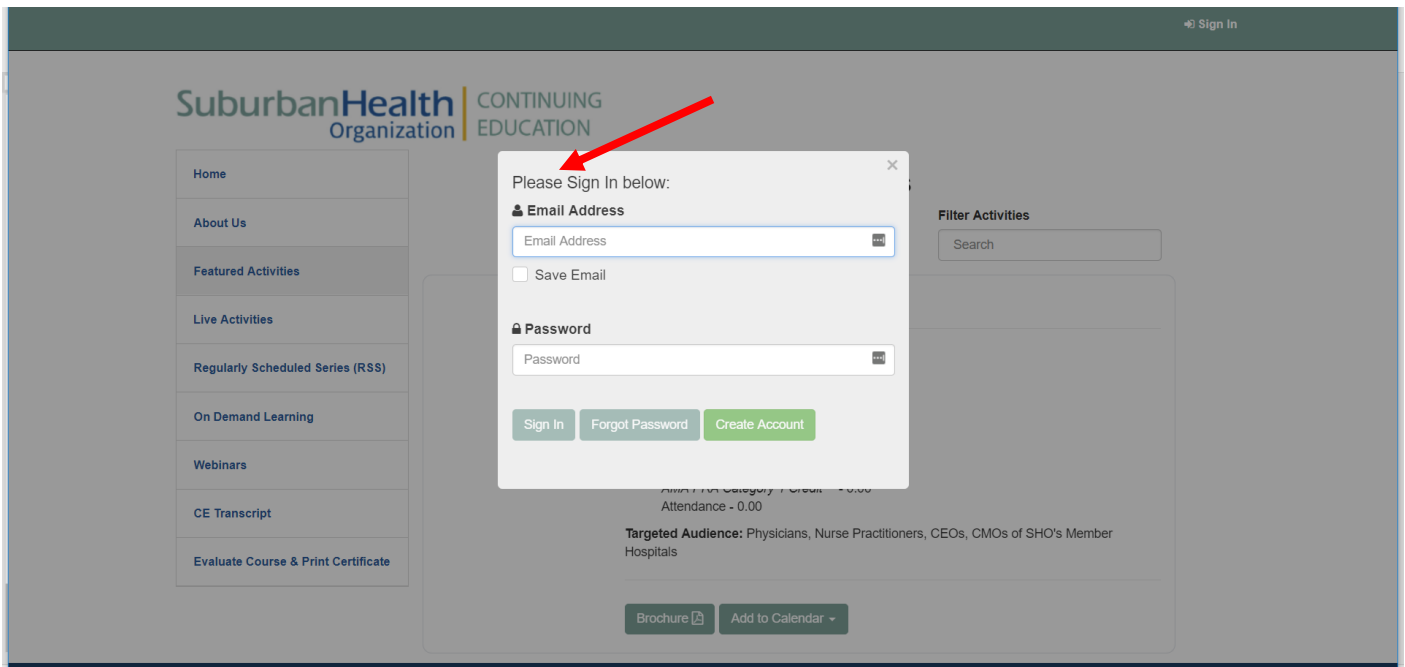
Individuals participating in SHO's CE program can access their evaluations and print their certificates online at <http://ce.suburbanhealth.com>. Please note, if you have saved the previous URL address as a favorite, you will want to update it with this link.

### Sign In

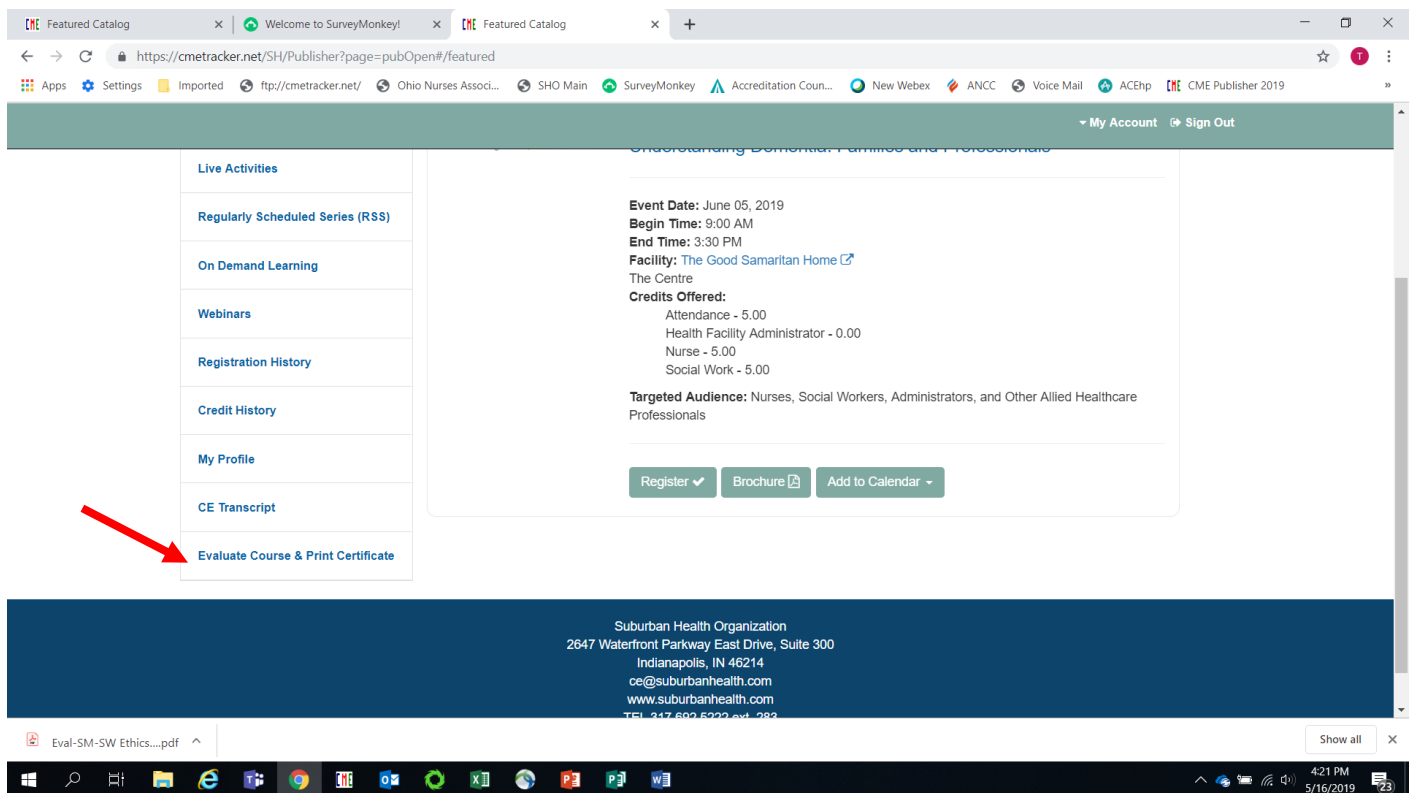
Click "Sign In" at the top of the screen.



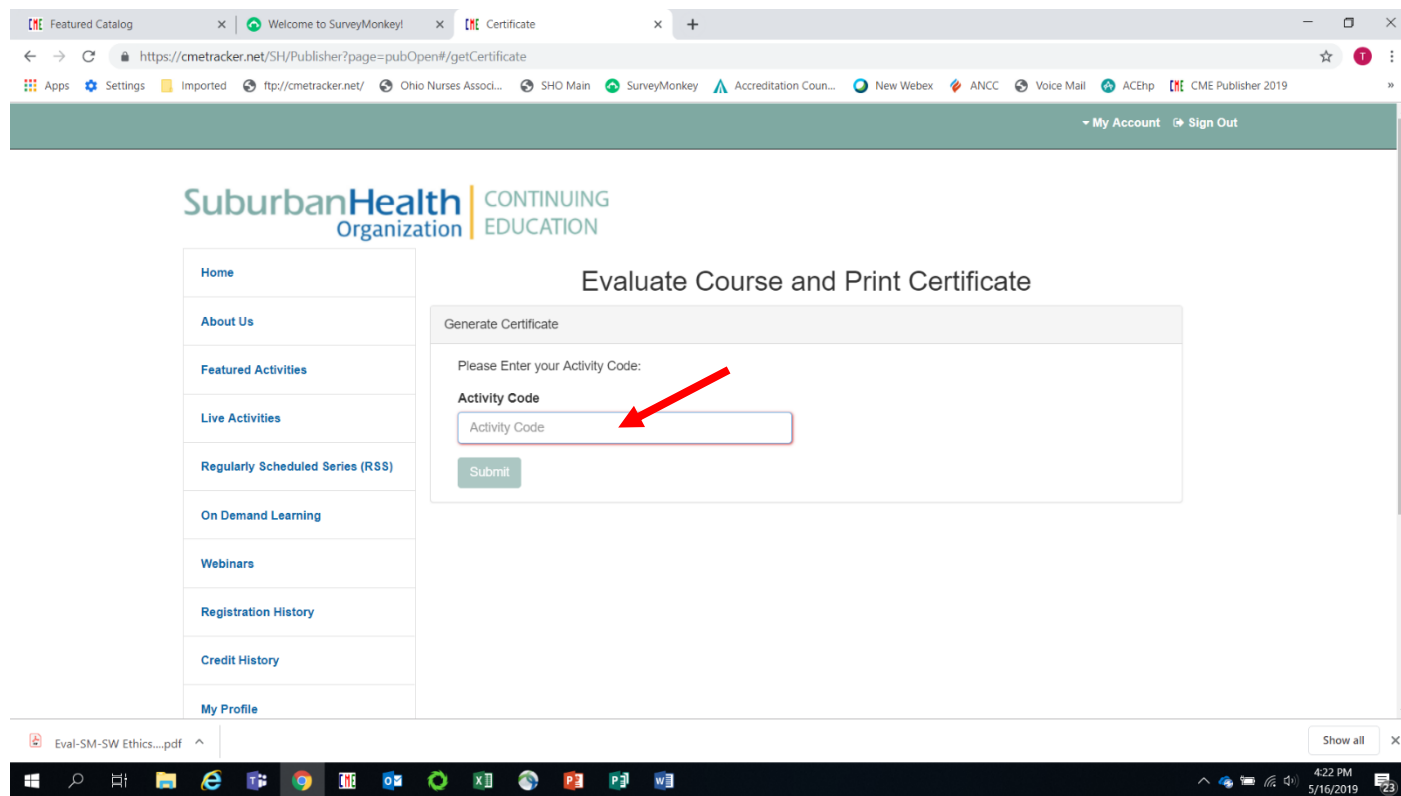
Enter your “Email Address” and “Password” into the fields in the pop-up screen. Then click “Sign In”. If you do not know your password, click “Forgot Password” and follow the steps as outlined in the User Guide for Setting Up Your Profile. If you have not created an account, you will need to do so before proceeding. Instructions are available on SHO’s CE Website under the Home tab, then Website User Guides and Tutorials.



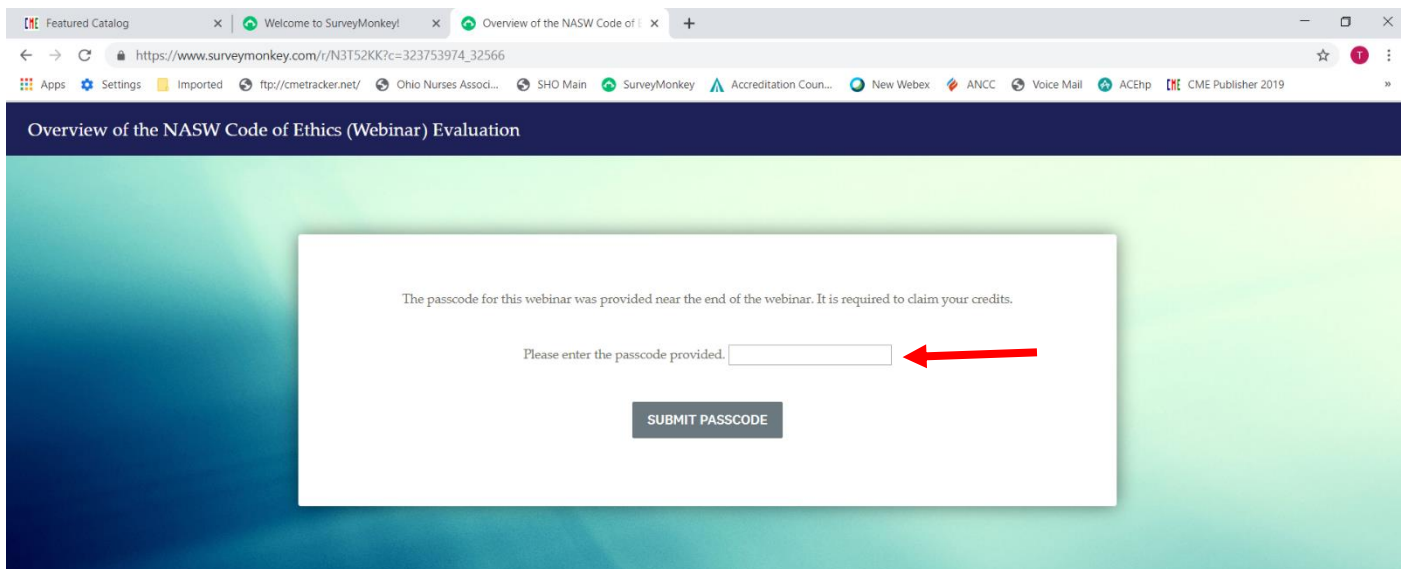
Click on “Evaluate Course & Print Certificate” on the left side of the screen.



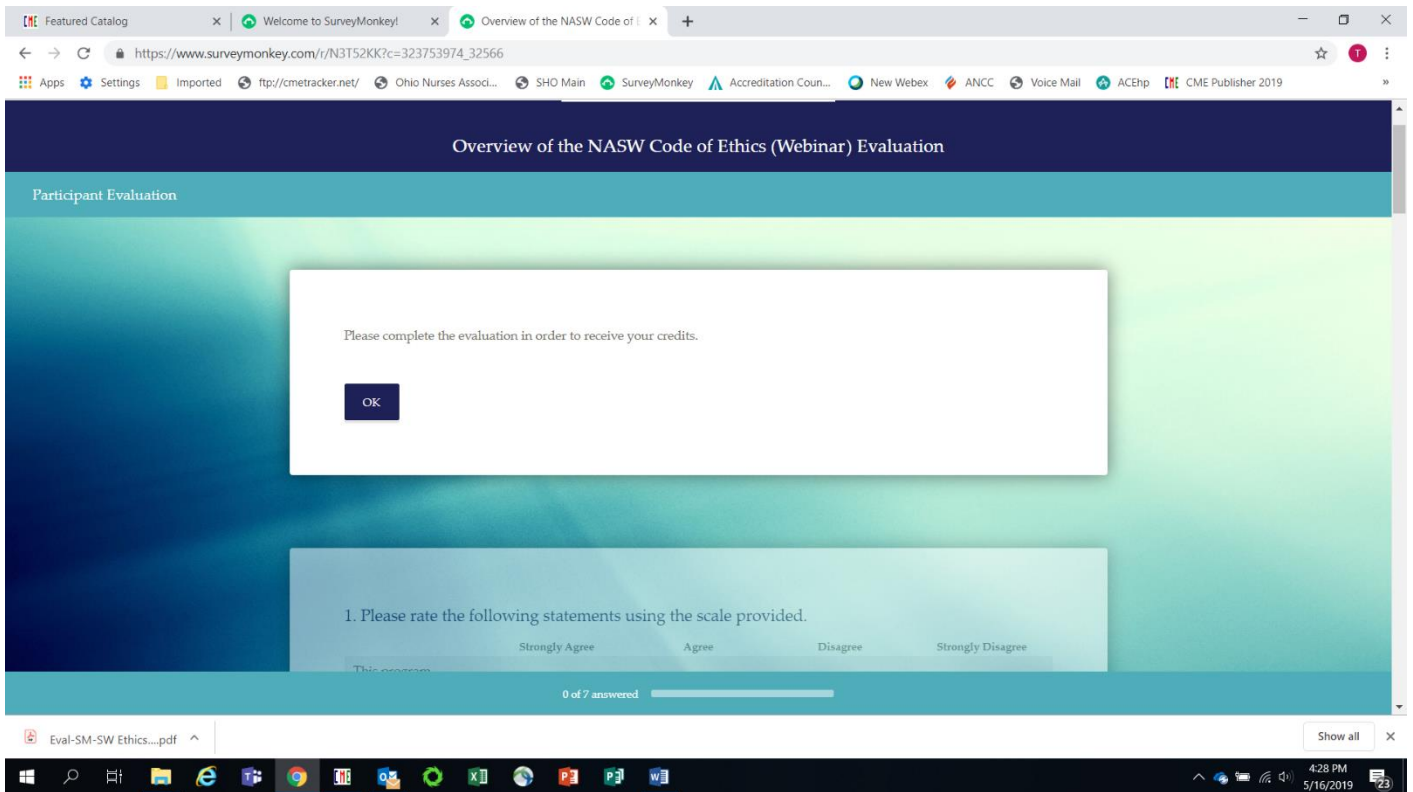
Enter the Activity code (Passcode) as provided near the end of the activity. Then click Submit.



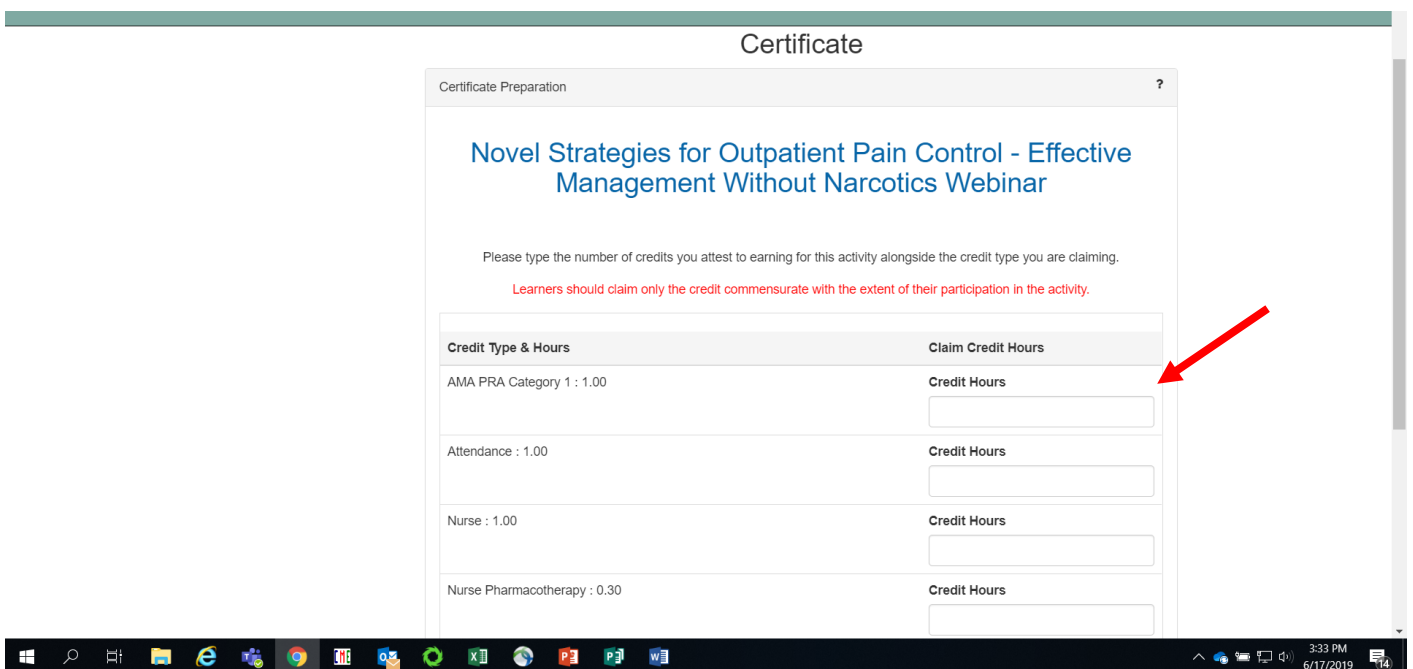
You will be asked to enter the Passcode as provided near the end of the activity a second time.



Complete the evaluation.



After completing and submitting the evaluation, a Certificate screen will appear. All eligible credits will be listed. Please enter the credits you qualify for in the appropriate fields. For example, if you qualify for AMA PRA Category 1 Credits (Physicians Only) and Attendance Credits, you will enter the amount of time (in hours) that you participated in those fields. If other credit options are available, but you only qualify for Attendance because you are not one of the professions listed, then only claim attendance. When done, click submit.



A certificate will appear showing credits earned for each appropriate credit type. There is a brief delay from the time the certificate appears and when it fills in with your information. Once it is displayed with your information, you can print your certificate or save it electronically as a PDF.

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[Registration History](#)

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[CE Transcript](#)

[Evaluate Course & Print Certificate](#)

Suburban Health Organization certifies that

**John Doe, MD**

has participated in the Live activity titled

**Novel Strategies for Outpatient Pain Control - Effective Management Without Narcotics Webinar**

on June 17, 2019

Terri Test, MD is awarded 1.00 *AMA PRA Category 1 Credit(s)*<sup>™</sup>. Suburban Health Organization is accredited by the Indiana State Medical Association (ISMA) to provide continuing medical education for physicians.

This activity was 1.00 Clock Hours. Suburban Health Organization is an accredited / approved continuing education provider for physicians (ISMA), nurses (ONA), and social workers (IBHHSLEB). Individuals claiming credits for this activity may be asked to provide the activity promotional flyer, agenda, and/or a description of the activity, including the objectives, content, and speakers for the activity when audited by their licensing or certification boards.

Terri Test, MD is awarded 1.00 contact hours. Suburban Health Organization is approved as a provider of continuing nursing education by Ohio Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation. (OBN-001-91).

**SuburbanHealth** | CONTINUING EDUCATION  
Organization

Questions may be directed to Terri Neaderhiser, CE Program Administrator,  
Suburban Health Organization at 317-692-5222, ext. 283, or by email at [terrin@suburbanhealth.com](mailto:terrin@suburbanhealth.com).

Suburban Health Organization, 2647 Waterfront Parkway East Drive, Suite 300, Indianapolis, IN 46214 – <https://ce.suburbanhealth.com>

If you are unable to complete any of this process, feel free to contact SHO's CE team at [ce@suburbanhealth.com](mailto:ce@suburbanhealth.com) or by calling 317-295-5283. We will be happy to walk you through the process.