![Institute for Healthcare Improvement logo]

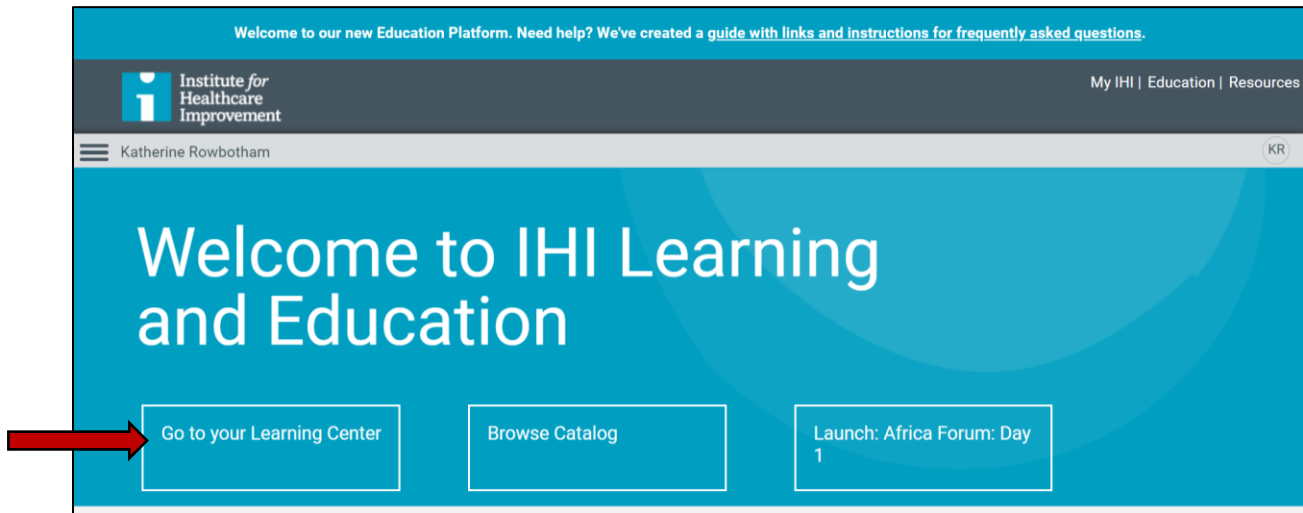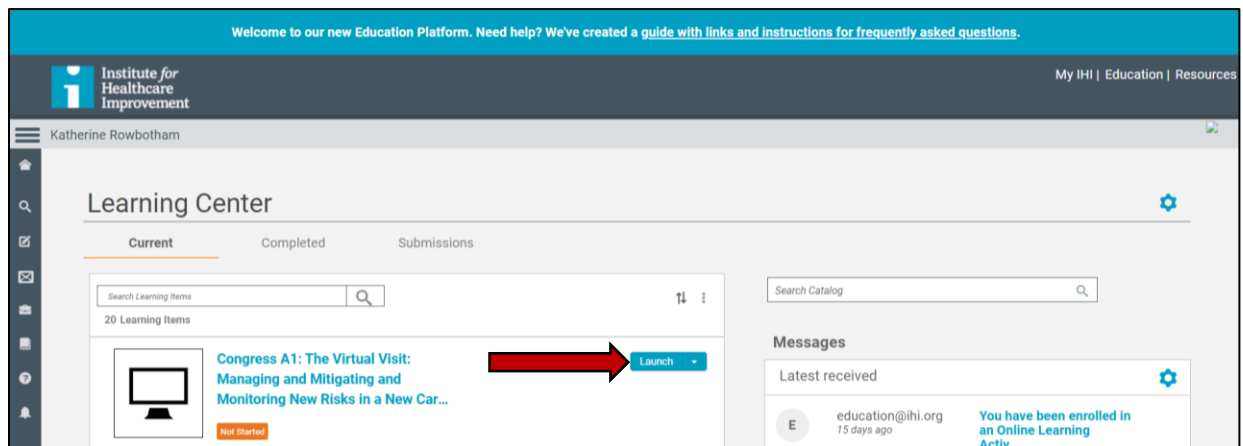# Instructions for Claiming Continuing Education/Attendance Certificate

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.

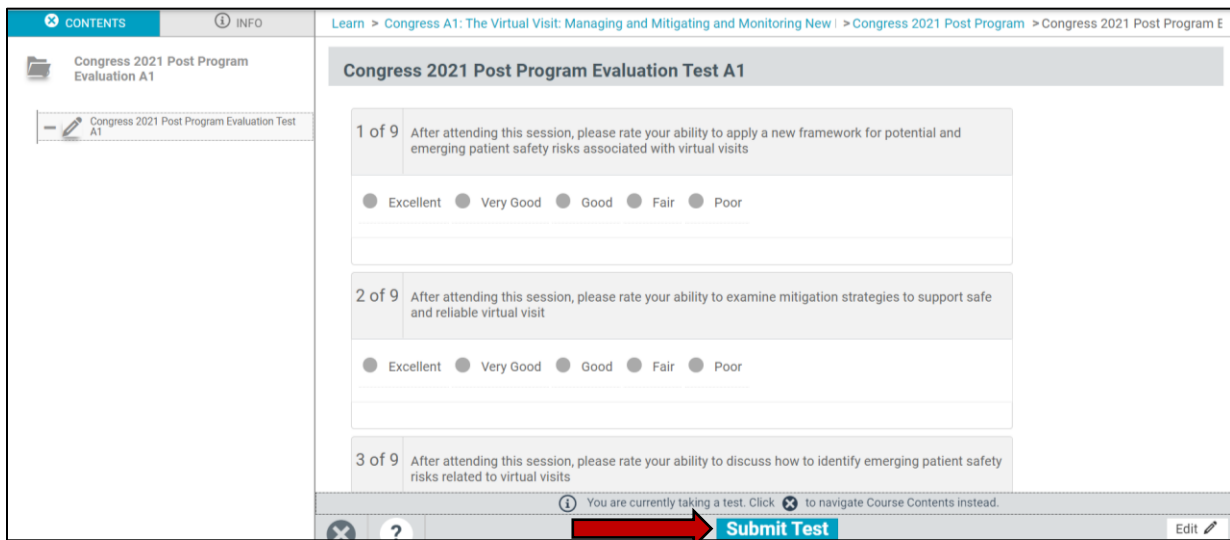5. Click the folder icon as shown below so that it expands.
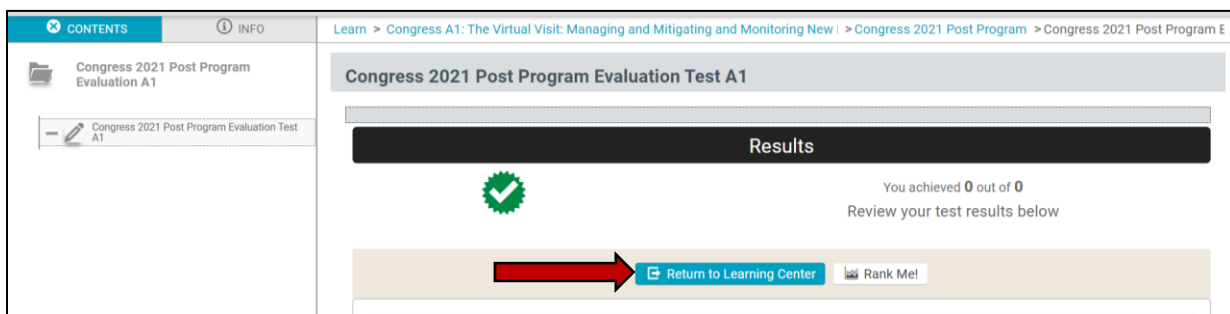
6. Select the evaluation and select "Start."

7. Provide your feedback for each question and click "Submit Test" once you are complete.
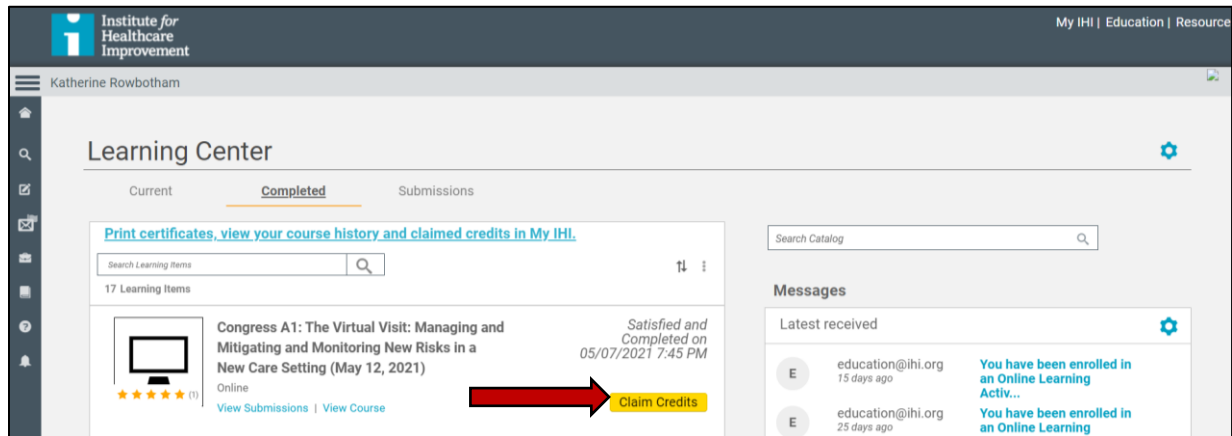
8. Select "Return to Learning Center."
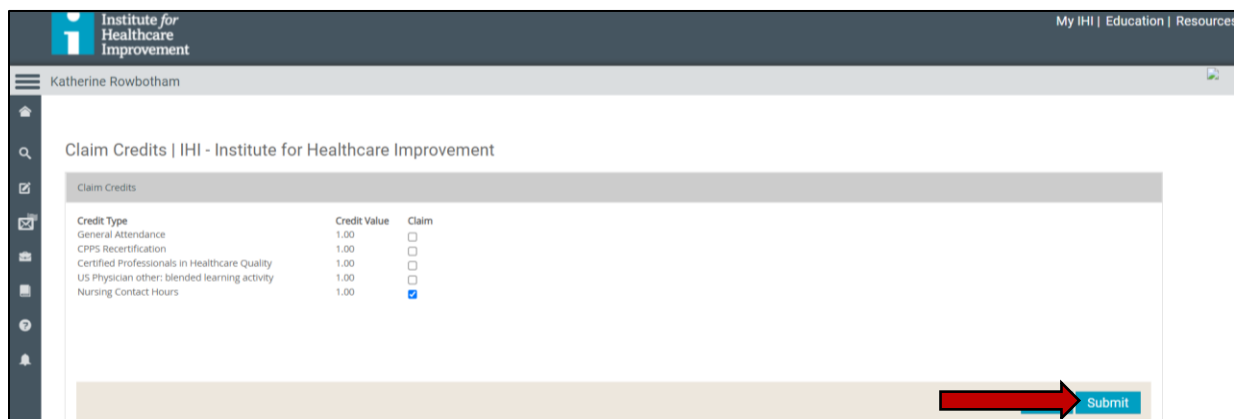
9. Under the "Completed" tab, select "Claim Credits."

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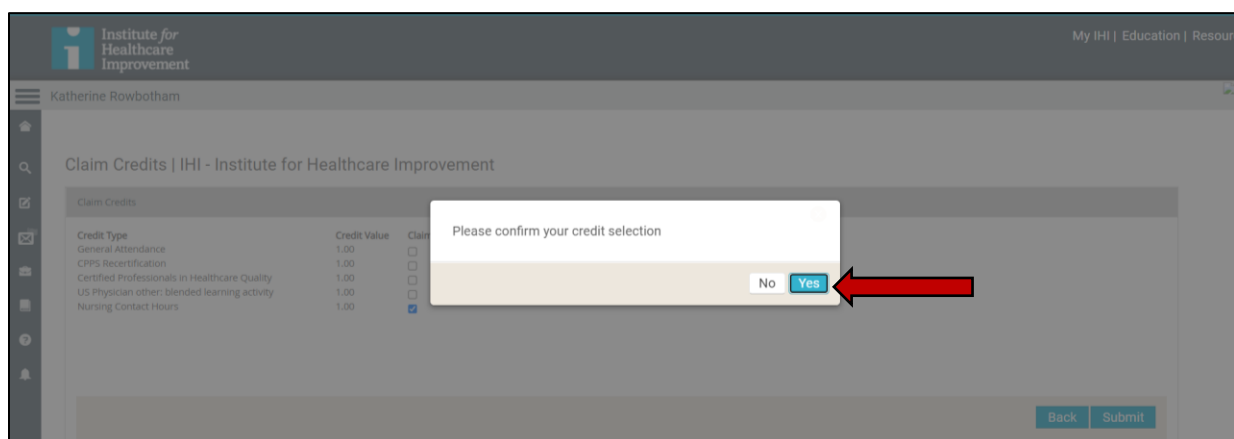
11. Confirm your credit selection.

12. Select the link titled "Print certificates, view your course history and claimed credits in My IHI."
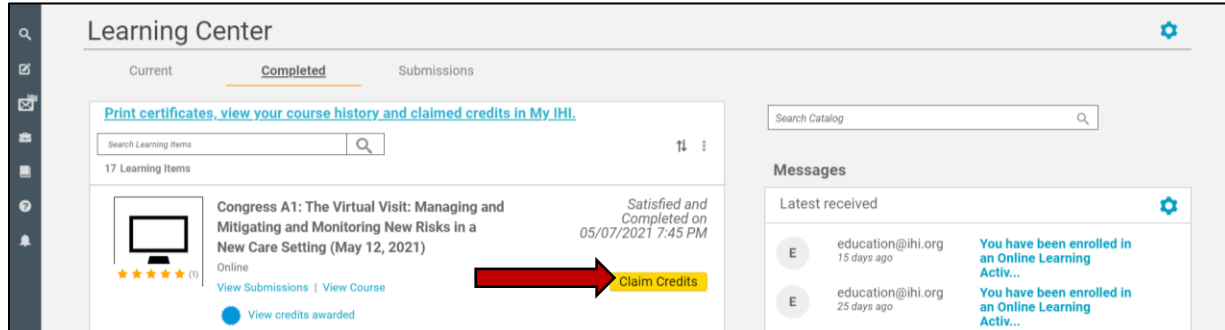
13. Click the linked credit type beside your selection. Please note that it can take up to 24 hours for the certificate to populate.
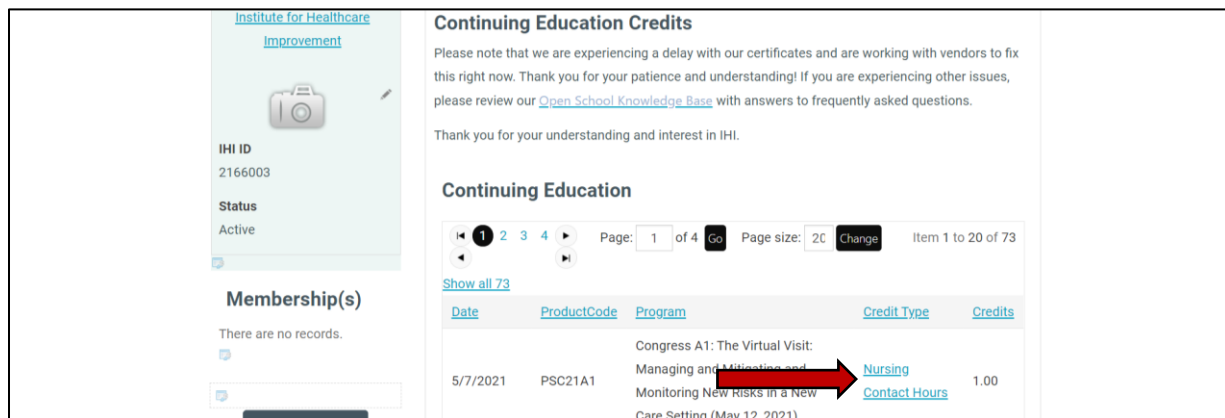
14. The certificate will display on a new page. A PDF copy can be downloaded by selecting the small red PDF icon as shown below.