- 1. Go to https://ce.icep.wisc.edu
- 2. Click "Create Account"



3. Under VISITOR -> New Account, click "Create an account login and password."

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4. *Complete* the **fields**. Fields with an \* are required.

## 5. Special note for the **CREDIT ELIGIBILITY** field:

- a. Select all credits for which you are eligible.
- b. If you are a **Physician**, select "Physician (MD/DO) AMA PRA Category 1 Credit™," Maintenance of Certification (MOC) if applicable, and any other credit types for which you are eligible and would like to receive credit.
- c. If you are a **Physician Assistant**, *select* "Physician Assistant CME (AMA PRA Category 1 Credit™)" and any other credit types for which you are eligible and would like to receive credit.
- d. If you are a **Nurse**, be sure to *select* both "ANCC Contact Hours" AND "ANCC Pharmacotherapeutic Hours" if applicable, and any other credit types for which you are eligible and would like to receive credit.

## 6. Special note for the **SPECIALTY BOARDS** field:

- a. If you are a **Pharmacist**, *select* "National Association of Boards of Pharmacy" and in the **Unique Board ID Number** field, *add* your <NABP e-Profile ID>.
- b. If you are a **Physician**, *select* your specialty board if applicable, and *enter* in your <Board ID>. Use the ADD **ANOTHER** button to add another board.

7. When you are done, *click* the "CREATE NEW ACCOUNT" button.

USER ACCOUNT
CREATE A VISITOR ACCOUNT REQUEST NEW PASSWORD VISITOR LOGIN
A If you have a UW-Madison NetID and password, you may not create an account. Please click the "UW-Madison NetID login" link at the top of the page or contact us at help@icep.wisc.edu for help. Creating multiple accounts may result in the loss of earned credits.
USERNAME * Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.
E-MAIL ADDRESS * A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.
PREFIX - None - V
FIRST NAME *
PREFERRED FIRST NAME
(If different from above)
MIDDLE NAME
LAST NAME *
OTHER
HOME/WORK PHONE Enter your 10-digit number without the dashes or parenthesis. Uses "Mohie" tab to enter your cell above number.
United States (+1)
UW-MADISON AFFILIATION *  Student  Fellow Staff Faculty Adjunct Alum None
САРТСНА
This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.
I'm not a robot
CREATE NEW ACCOUNT

8. You will be brought back to the **Home** page. A message will appear indicating your changes have been saved, and you are logged in. You may now use your <username> and <password> to log into the system in the future.

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MY ACCOUNT		
VIEW EDIT BOOKMARKS MY ACTIVITIES ORDERS		
Account Profile Mobile		
The changes have been saved.		

9. *Click* the **COURSE CATALOG** tab to explore our online and live course offerings. Contact <u>help@icep.wisc.edu</u> if you need further assistance.

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