DIRECTIONS ON ACCESSING CE PROGRAM EVALUATION AND CERTIFICATION OF COMPLETION

A. **To obtain CEs in Healthstream**
   I. You must maintain your discipline and license information in your HealthStream Profile
      - Log in to HealthStream
      - Click on my Profile
      - Click on Mange Discipline and License Information
      - Enter appropriate Discipline and License Information
      - Refresh your screen

B. **To obtain CE Credit after Attending a CE Program in Healthstream**
   I. Access the Catalog
   II. Search for Course (either by search term title of course, subject matter, date offered)
   III. Title: BWH Nursing [Course Title]
   IV. Fill out the evaluation
   V. View and Print CE Certificate
   VI. Please be sure to input your Discipline/license if you are doing this for the first time, or update it if it has been longer than two years

Please note that there are (2) certificates in Healthstream

1. *Course Completion Certification* records that you have successfully attended a course.
2. *CE Certification* ('View Contact Hours') is the Nursing CE Certificate and identifies that you have attended and complete the course evaluation to receive the CE credits associated with the program. You cannot receive the CE certification and CE credits until you have completed the course evaluation. You have (2) weeks from the date of the course date to complete the course evaluation.