



How to Claim  
Credit with a Code (

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### **Draft Post-Event Email to Participants**

Dear Participants,

Thank you for attending the webinar titled **Pregnancy and Lactation Medication Information for the Healthcare Provider** on May 11, 2022.

To obtain Continuing Education (CE) credit for your attendance, participants must attest to their attendance and complete the evaluation survey via the CE Portal (<https://ceportal.fda.gov>) by **May 25, 2022**.

Step-by-step instructions are attached. Please copy and paste the event code **XXXXXXX** to access the evaluation survey. Please note that codes are unique to each CE accredited event and a new code will be issued for each lecture approved for CE within this series.

If you have not used the CE Portal, review the attached directions to establish an account prior to entering the event code. If you already have an account in the CE Portal, sign-in using your username and password. Select the "My Credit" tab, then click "Enter Code" to enter the event code. To claim your CE credit, you must enter the event code to access the evaluation survey and attest to your attendance.

Physicians, physician assistants, pharmacists, and nurses seeking CE: Participants must attest to their attendance and complete the final activity evaluation via the CE Portal ([ceportal.fda.gov](https://ceportal.fda.gov)). For multi-day activities, participants seeking CE must attest to their attendance and complete the faculty evaluation each day. Final activity evaluations must be completed by any participants seeking CE within two weeks after the activity - no exceptions.

Attention Pharmacists seeking CE: Failure to provide your correct NABP **and** Birthday (MM/DD) information in the required format may result in the loss of credit for this activity. Your NABP profile number is a 6-7 digit profile number assigned by the CPE Monitor, and your birthday should be in the MMDD format (e.g. 0721). Do not provide your pharmacy license number. Please click the "My Account" tab and then navigate to "Edit Contact Information" to verify that your information is correct.

We value feedback from all participants who attended, so we urge everyone to complete the evaluation survey. Your participation / nonparticipation is completely voluntary, and your responses will not have an effect on your eligibility for receipt of any FDA services. In instances where respondent identity is needed (e.g., for follow-up of non-respondents), this information

collection fully complies with all aspects of the Privacy Act and data will be kept private to the fullest extent allowed by law.

If you have any questions or encounter any problems with this process, please contact the FDA CE Team at [FDACETeam@fda.hhs.gov](mailto:FDACETeam@fda.hhs.gov), and we will be glad to assist you.