

# “How To” Register for ISHP Events Using Learning Express

1. Visit [ishp.learningexpressce.com](http://ishp.learningexpressce.com)
2. Click on the ISHP Meeting that you wish to register for (Pharmacist Program or Technician Program)

**ISHP Board and Officers**

**President:** Lindsay Yaster  
**President Elect:** Rob Willis  
**Past President:** Chris Oswald  
**Secretary/Treasurer:** Jessica Litke  
**Administrative Affairs:** Debbie Burr  
**Education:** Eliza Borzadek  
**Programs:** Katsidy McKay  
**Legal & Public Affairs:** John Sullivan  
**Professional Affairs:** Andrea Winterswyk  
**Website Chair:** Jim Nguyen  
**Newsletter Editor:** Kent Quickstad  
**Technician Rep.:** Leann Bolster  
**ASHP Liaison:** Beverly Black / Kimberly Berry  
**North Idaho Rep.:** Steve Crenshaw  
**Central Idaho Rep.:** Elizabeth Duncan  
**ISU Representative:** Rebecca Hoover  
**ASHP Delegate:** Mike Dickens  
**ASHP Delegate:** Elizabeth Duncan  
**ISU Student Rep.:** Serena Hand (Pocatello)  
**ISU Student Rep.:** Monica McLain (Meridian)

**JOIN OR RENEW YOUR ISHP MEMBERSHIP**   **How-to-Guide to LE Registration**   **Student Registration**

**Live**   Distance   Sort by Topic or Type   Go

Upcoming | Past

Programs	Date	Hours	Flyer
<a href="#">Toxidromes - SLMMC</a>	03/09/2017	1.00	N.A.
<a href="#">Toxidromes - SLBMC</a>	03/09/2017	1.00	N.A.
<a href="#">2017 ISHP Spring Meeting - Pharmacist Program</a>	03/31/2017	15.50	N.A.
<a href="#">2017 ISHP Spring Meeting - Technician Program</a>	04/01/2017	13.00	N.A.

3. When the next page opens, select the box next to each classes that you would like to attend. Check the box for additional options, including sponsorships and printed handouts.
4. Select “Register Now”.

[Register Now](#)



Click Here

5. **CURRENT USER** - If you are a current Learning ExpressCE user, please login with your email and password information (SKIP to #7):

**Register Now**

I am a registered user and will log in.  
Email:\*   
Password:\*   
 or [Forgot Password?](#)

---

I am a new user and will create my account.

6. **NEW USER** - Click “I am a new user and will create my account”.

**Register Now**

Click Here



I am a registered user and will log in.  
Email:\*   
Password:\*   
 or [Forgot Password?](#)

---

I am a new user and will create my account.

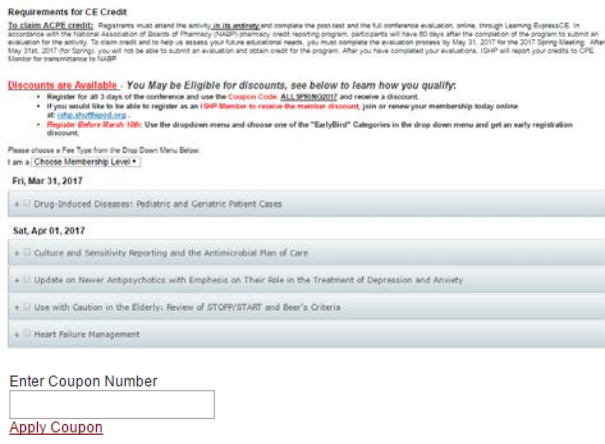
7. Complete the full registration form, including creating a password for yourself.

**PLEASE REMEMBER:**

- a. **Write down your password! You will need your password to log back in and take the post-test to get credit for each class.**
- b. **Triple-check your NABP number as well as your date of birth!! If these are not accurate, your CE credit may be delayed or denied!!!**

PLEASE REMEMBER:

- a. Before March 15<sup>th</sup> – you can register as an “Earlybird – Member” or “Earlybird – Non-member” for a discounted fee.
- b. If you are registering for both days of the conference, enter the coupon code **ALLSPRING2018** in the box where it says “Enter Coupon Number”, then **click “Apply Coupon” to receive the discount**.
- c. If you’re not a current ISHP member, please visit <https://ishp.wildapricot.org/page-1863674> to join and receive discounted registration fees for all meetings.



8. Enter your payment information and click “Register”.
9. Pre-tests for each class will be available t by no later than **March 7<sup>th</sup>** for every class. Log back into the site after this date to take the pre-test for each class that you registered to attend. Pre-tests must be completed prior to the start of the class.
  - a. Pre-test and post-test scores do not count, but completing the test to the best of your ability is required to receive ACPE credit. The scores are used to help us see how much participants learn and to improve future educational activity offerings.



- b. You will receive an e-mail confirmation.