

1. FIRST ENTER your discipline and license information in your profile
2. Complete the content (by either attending in person or viewing online)
3. Complete the evaluation
4. If you have already entered your license information go directly to #6.
5. If you have not entered your license information, click on the "My Profile" Tab
 - Click on manage discipline and license information
 - Click on "Other"
 - Enter appropriate discipline and license information
 - As a reminder if you have previously attended or completed any CE offerings and have not entered your discipline and license information, you will need to refresh your CE credits for each offering. Once you refresh HealthStream will recognize your license information for that course and display the CE Certificate link (see below in purple)

Continuing Education Credit Information

The list below shows the CE credit for which you qualify, based upon your professional license information in the system. If there is another credit listed on the Course Overview screen for which you qualify, update your professional license information by clicking the "Maintain Disciplines and Licenses" link below (if available) or by contacting your administrator.

Certificate of Completion: [View Certificate](#)

Credit Name	Units	License #	Certificate
Contact Hour	1.00 Contact Hour	RN206966	View Certificate

[Maintain Discipline and License Information](#) [Refresh Credits](#)

6. Click on Catalog Tab
7. Enter Course Title or Key word in Title and Click Search
8. Click on link for desired course
9. Click on Enroll in this Course
10. Complete all components of the course
 - Attended a course in person (example attending a live NGR)
 1. This course will appear on the "My Learning Page" under Elective Learning once your attendance has been documented.
 2. Click on the course and complete the evaluation
 - Online content (may include an online video such as NGR)
 1. Enroll in the desired online course
 2. You must view ALL online material
 3. Complete the evaluation

NOTE: There are TWO certificates

1. **Certificate of Completion:** This would be an appropriate documentation for students or paraprofessionals such as Unit Coordinators and PCA's. There are two hyperlinks for this certificate, one in the course completion green banner and one at the bottom of the page.
2. The second Certificate (**View Certificate**), **Nursing CE Certificate** is located next to your license information. This is often confused with the first certificate, "Certificate of Completion".

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Certificate of Completion: [View Certificate](#)

Credit Name	Units	License #	Certificate
Contact Hour	1.00 Contact Hour	RN206966	View Certificate

[Maintain Discipline and License Information](#) [Refresh Credits](#)

Thank you,
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