



University of Connecticut
School of Pharmacy

Office of
Pharmacy Professional Development

Instructions for obtaining your on-line statements of credit!
(You will need to have access to a computer with internet capability.)

1. Please log onto the following website: www.pharmacyce.uconn.edu
2. Choose "Senior Symposium" from the top menu banner.
3. Click here to **print online statements of credit**.
 - a. You will need to have the following available:
 - i. Your pharmacy license number (e.g. CTXXXX or CTXXXXXX)
 - ii. Your name, address, email address
 - iii. Program code (please include the dash in the session code)
4. If you are a returning user; you will need to only enter:
 - i. Your pharmacy license number (e.g. CTXXXX or CTXXXXXX)
 - ii. Program code (please include the dash in the session code)
5. Click register here as a new user; be sure to fill in all fields.
 - a. When entering license number be sure to include the first two letters of the state of licensure and the number and click Add.
 - i. You may add additional license numbers as necessary
 - b. Click the register button.
6. You will be at the On-line CE Center screen. Enter your access code for the first program that you want to obtain a statement of credit.
 - a. Click login
7. You will automatically be directed to complete the on-line evaluation form.
8. Complete the evaluation form (all fields are required) and then click submit.
9. You will be at the Prepare to Print Screen. Click the link that says Print Statement of Credit. Note that you will not see the statement of credit on your screen but it will automatically print.
10. You will now be at the Process Completed Screen. Your statement of credit should have arrived at your printer. If you need to print a duplicate or take another survey, please return using the Login Page Link.
11. To obtain another statement of credit you will be directed to the On-line CE Center screen to go through the process again for the next program.

Please contact the Office of Pharmacy Professional Development, at 860-486-2130, if you have any questions.