

Guide to Claim Credit for a Live Event

Instructions for Claiming Continuing Education Credit

Name of Event Here

To start to claim credit, text **EQWLUD** to 216-412-9068 or go to <https://ce.peds pandemic network.org/code> and enter the session code: **EQWLUD**. You must be logged in to your Pediatric Pandemic Network (PPN) CE website account to claim credit.

To claim the credit, you will need to complete the evaluation by navigating to your pending activities (Click My Account > My Activities > Pending Activities). Once you complete the evaluation, you will be awarded credit.

Creating an account

If you are not yet registered on the PPN Continuing Education website, you will be prompted to do so when claiming credit. To create an account:

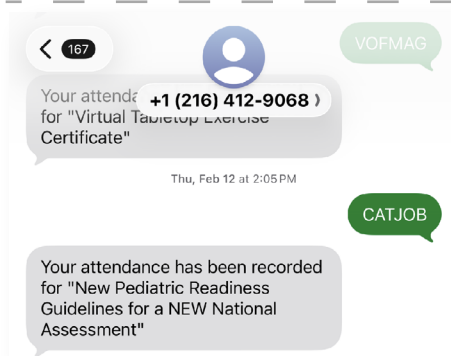
1. Go to <https://ce.peds pandemic network.org>
2. Click Register on the top right corner on the webpage.
3. Click "Create new visitor account" and follow the prompts to create an account and complete your profile.

Credit can be claimed up to 60 days from the date of the live event.



Step 1: Enter Your Attendance Code

At the end of the live event, you will receive an attendance code.

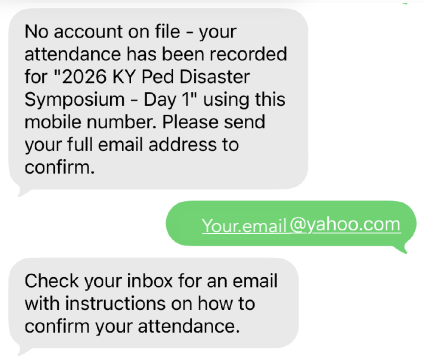


Step 2:

Text the attendance code to: **216-412-9068**

If your mobile number is already associated with a PPN Continuing Education account, you will receive a confirmation message stating:

"Your attendance has been recorded..."

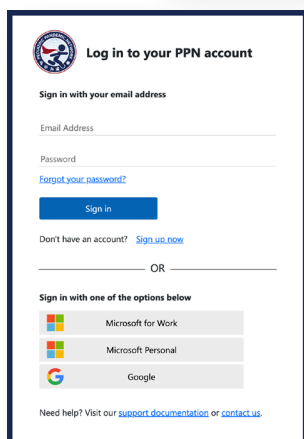


If your mobile number is **not associated with an existing account**, you will receive a message asking for your email address.

Reply with the **email address** you would like associated with your attendance record.

You will then receive an email with instructions to confirm your attendance and continue the credit claiming process.

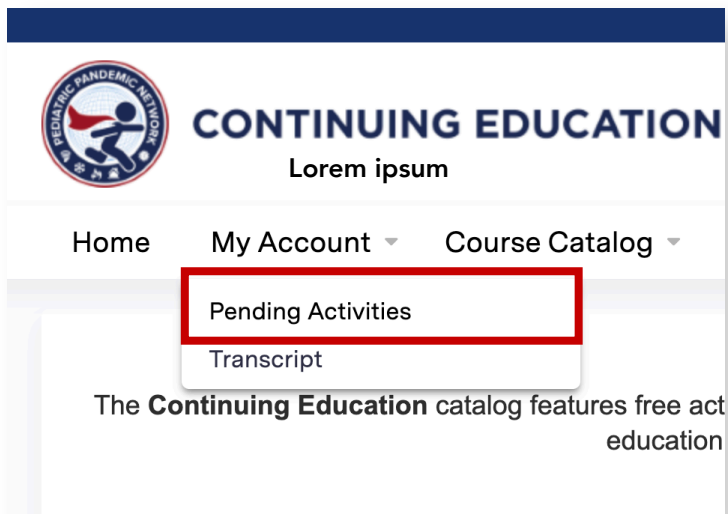
Tip: Check your Spam or Junk folder if you do not receive the email within a few minutes.



Step 3: Sign In to PPN Continuing Education

After submitting your attendance code, visit the PPN Continuing Education website (<https://ce.peds pandemic network.org/>) and sign in to complete the credit claiming process.

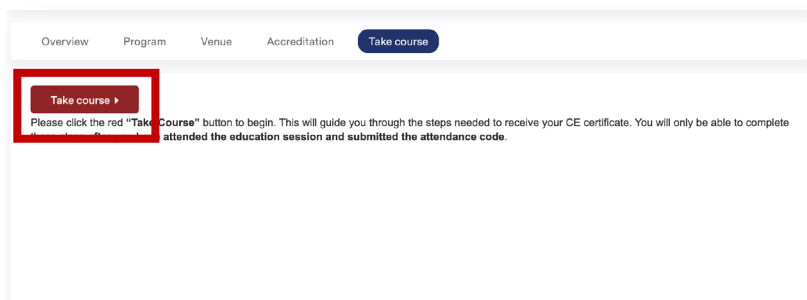
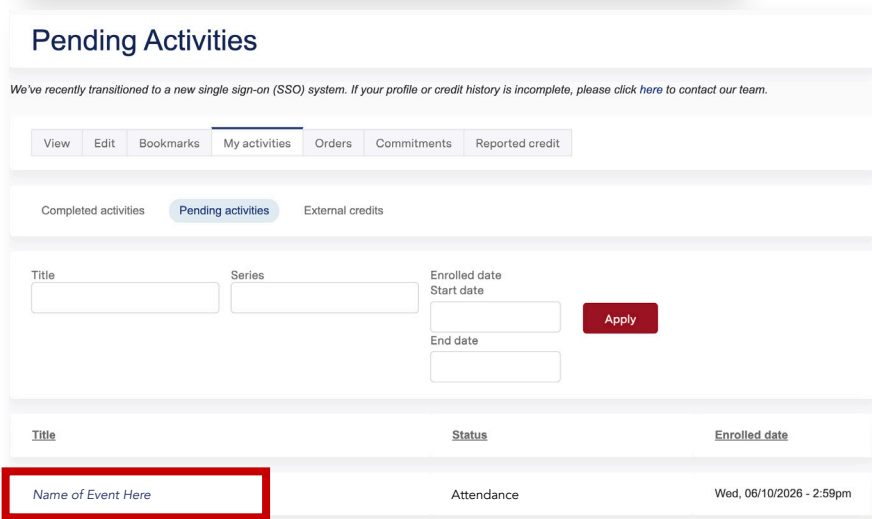
If you do not already have an account, create one using the email address associated with your attendance record.



Step 4: Access Your Pending Activity

After signing in to PPN Continuing Education:

1. Click **My Account** in the top navigation menu.
2. Select **Pending Activities**.
3. Locate the event for which you submitted your attendance code.
4. Click the **activity title** to continue.



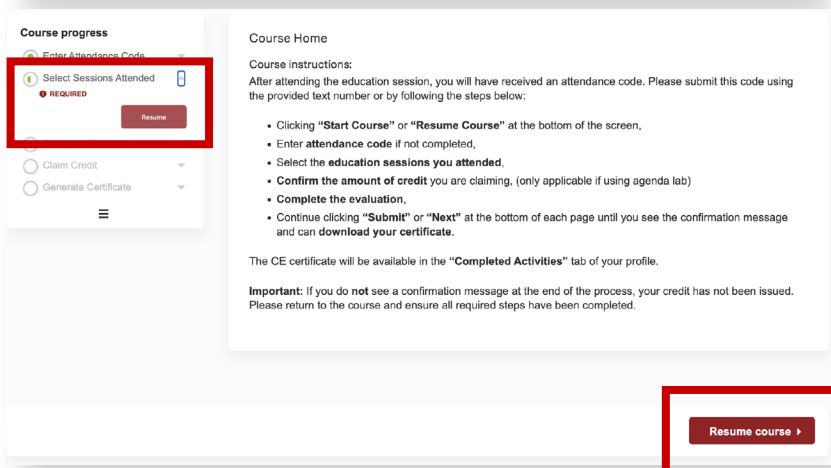
Step 5: Start the Activity

On the activity page, click **Take Course**.

You will be taken to the course page.

If You See a Red "**Resume Course**" Button

Click the red Resume Course button in the lower right corner of the page to continue.



Select Sessions Attended

← RETURN TO PARENT HOME ← RETURN TO COURSE HOME

Course progress

- Enter Attendance Code
- Select Sessions Attended** **REQUIRED**
- Complete Evaluation
- Claim Credit
- Generate Certificate

Select Sessions Attended

Important: After selecting your sessions and clicking "Next", the page may refresh and appear blank. This is expected. Your session selections have been successfully submitted. Simply click "Next >" in the lower right to continue to the course evaluation.

To calculate the number of credits you are eligible to claim, please select the sessions you attended and click "Next".

2026 KY Ped Disaster Symposium - Day 1

- ☒ If the Carrollton Bus Crash Happened Today
 - Gwyn Hecox, MA, AHP
08:40am - 09:40am
- ☐ Rescue Task Force
 - Dale Massey
09:50am - 11:55am
- ☐ Strengthening Pediatric Reunification Planning through School District Nurses and Hospital Partnerships
 - Chris Riosart, CHSP, CHSP, Shadell Kanouse, MSN, RN, RCISN, PHN
09:50am - 10:55am
- ☒ So You Want to Run a Table Top Exercise?
 - Chris McCarthy, Ron Ruffing MD
11:00am - 11:55am
- ☐ Social Media Preferences for Caregivers During a Mass Casualty Incident
 - Saydi Chahla, MD
01:15pm - 02:15pm
- ☐ TTX Workshop
 - Chris McCarthy, Ron Ruffing MD
01:15pm - 03:15pm
- ☒ Strengthening Crisis Communication for Pediatric Disasters, Lessons from a Multi-Hospital Public Information Exercise
 - Shari Snyder, PhD, MA
02:25pm - 03:15pm
- ☐ From Separation to Reunification: What We Learned from an Interstate Pediatric Exercise
 - Nita Gupta, MD
03:15pm - 04:15pm

Participation
Based on your selections, this is the amount of credit you should claim.

3

Next

← Previous

Step 6: Select Sessions Attended (If Applicable)

Some conferences and multi-session events require participants to select the sessions they attended before completing the evaluation.

If you see a page titled **Select Sessions Attended**, check the box next to each session you attended.

As sessions are selected, the Participation total will automatically update to reflect the number of credits you are eligible to claim.

Once you have selected all applicable sessions, click Next.

Important

After selecting your sessions and clicking **Next**, the page may refresh and appear blank.

This is expected.

Your session selections have been successfully submitted.

Simply click **Next >** in the lower right corner of the page to continue to the course evaluation.

Select Sessions Attended

← RETURN TO PARENT HOME ← RETURN TO COURSE HOME

Course progress

- Enter Attendance Code
- Select Sessions Attended** **REQUIRED**
- Complete Evaluation
- Claim Credit
- Generate Certificate

Select Sessions Attended

Important: After selecting your sessions and clicking "Next", the page may refresh and appear blank. This is expected. Your session selections have been successfully submitted. Simply click "Next >" in the lower right to continue to the course evaluation.

To calculate the number of credits you are eligible to claim, please select the sessions you attended and click "Next".

2026 KY Ped Disaster Symposium - Day 1

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Participation
Based on your selections, this is the amount of credit you should claim.

0

Next

← Previous

Next >

Complete Evaluation

Step 7: Complete Evaluation

- All questions marked with a red star (*) are required
- Scroll to the bottom of the page
- Click **"Submit"** to continue

Complete Evaluation

2026 KY Ped Disaster Symposium - Day 1 - Continuing Education Activity *

Overall Rating of this Continuing Education Activity

	Strongly Agree	Agree	Disagree	Strongly Disagree
Contributed to my professional growth.	☐	☐	☐	☐
Improved my knowledge, attitudes, and skills to deliver patient care with my interprofessional healthcare team.	☐	☐	☐	☐
Met the stated learning objective(s).	☐	☐	☐	☐
Promoted active learning (discussions, problem solving, case studies, simulation, reflective exercise, etc.) that allowed the healthcare team to learn from, with, and about each other.	☐	☐	☐	☐

After attending 2026 KY Ped Disaster Symposium - Day 1, please share what you learned that was meaningful and/or what changes you intend to implement to your practice? *

What behaviors, strategies, or skills did you take away from 2026 KY Ped Disaster Symposium - Day 1 related to interprofessional collaborative practice (when healthcare workers from different professions work to deliver high quality care)? *

Please share any comments about how we can improve this continuing education activity or future sessions?

Submit

Claim Credit

Step 8: Claim Credit

- When you reach the Claim Credit page, **select the credit type(s)** you would like to claim.
- If applicable, review the number of credits displayed. The credit amount is automatically calculated based on the sessions you selected earlier.
- Review and **accept the attestation** statement.
- Click **Submit**.
- After submitting, a **green confirmation banner** will appear indicating that your credit has been successfully awarded.
- Click **Next** to continue

Claim Credit

Participation

Participation can be claimed in 0.25 increments up to a maximum of 6.00.

Enter the amount of credits to claim.

3

☒ I agree that I am only claiming credit commensurate with the extent of my participation in the activity.*

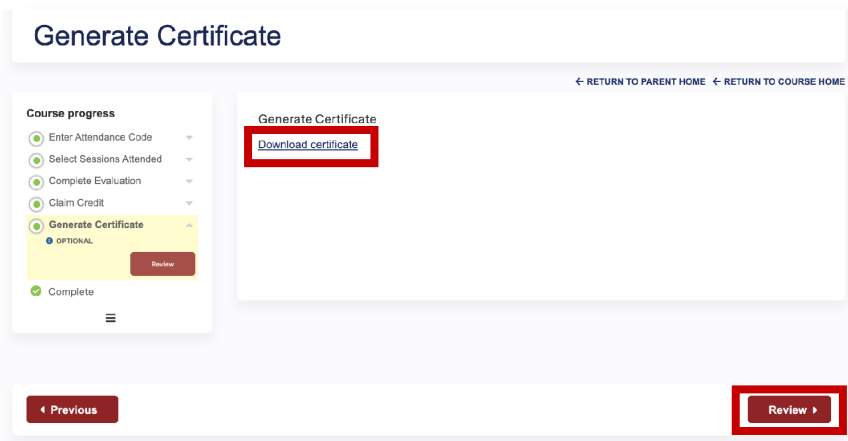
Submit

Awarded credit.

Claim Credit

You were awarded 3.00 Participation credits.

Next



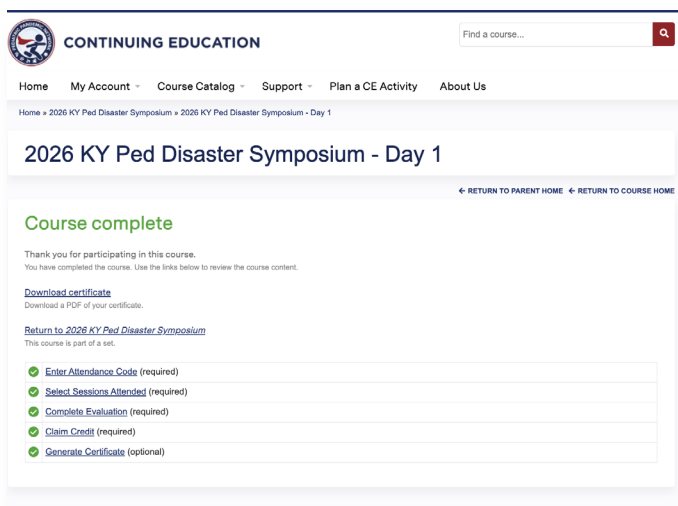
Step 9: Generate Certificate

On the **“Generate Certificate”** page, click **“Download Certificate.”**

Your certificate will also always be available under:

My Activities > Completed Activities

After downloading your certificate, click **“Review”**.



Course Completion

You will know the course is fully complete when you see a page with green lettering that says:

“Complete Course”

Questions or Assistance

If you have questions or need assistance claiming your CE credit or PPN Certificate of Completion, please reach out to our support team here: <https://ce.pedspandemicnetwork.org/contact-us>