**2022 USPHS Scientific and Training Symposium**

**Instructions for Claiming CE Credit \*Must be completed by June 24, 2022\***

**Step 1:** **Log in to the CE Portal**

* Go to <https://ceportal.fda.gov/>
* **Sign In** if you have an existing account
* You may select options to **Create an account** or **Username/Password Recovery** below the Sign In box if needed



**Step 2:** Search for 2022 USPHS Scientific and Training Symposium

* Select **My Credits**



* Use the dropdown menu to select “2022 USPHS Scientific and Training Symposium”



* Once selected, click



**Step 3:** **Attest Attendance**

* Under the column on the right, **Claim Credit Option**, click **Add New** to indicate the sessions that you attended



* You will then be prompted to **Confirm Hours**. Select the number of hours that you attended CE sessions



* Select **I Attest**, then **Submit**

**Step 4:** **Complete Evaluations and Claim Credit**

* You will then be taken to the **My Credits** page
* Scroll down to **2022 USPHS Scientific and Training Symposium**
* Complete the **Session Evaluation** for **all** Sessions that you attended
* Once you have completed **all** the **Session Evaluations**, select **Complete Overall Evaluation,** and complete the evaluation
* Select **Print Certificate** to view or print your certificate

**If you need any assistance, please contact:**

* Technical Support: If you require assistance with accessing or navigating your account:

Email: support.fda@highmarksce.com

Phone: 1-800-521-7621

Hours of Operation: 8:00 a.m. - 5:00 p.m. EST, Monday through Friday

* CE Questions:

Email: fdaceteam@fda.hhs.gov