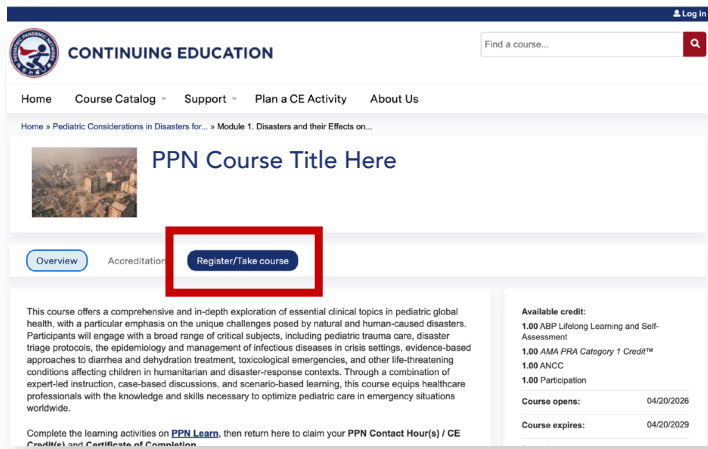


# Guide to Claim Credits or Certificates

After completing the learning activity on PPN Learn (video, module, book, etc.), you will receive:

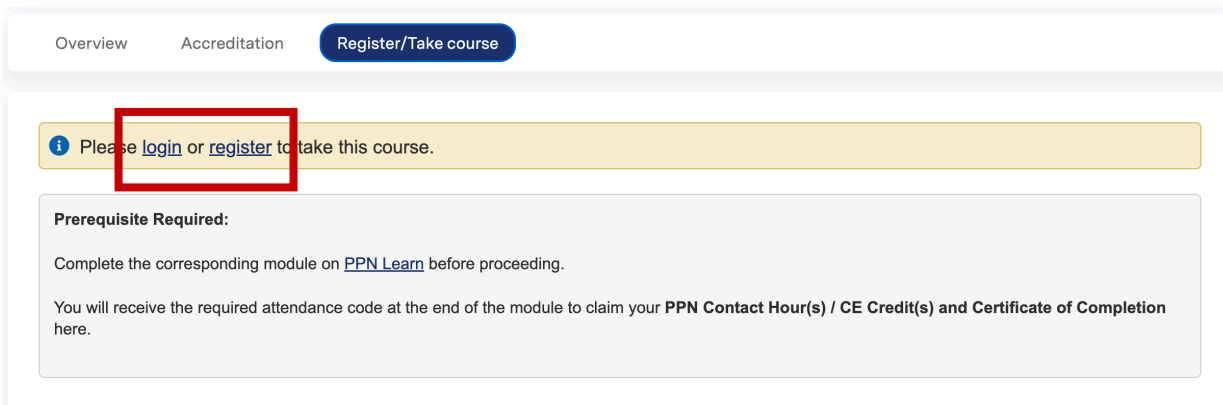
- A course link to the PPN Continuing Education site
- An attendance code



## Step 1: Open the Course in PPN Continuing Education

Click the course link provided in PPN Learn. A new browser tab will open and take you directly to the course page in PPN Continuing Education.

## Step 2: Select "Register/Take Course" Button



## Step 3: Log In or Create an Account

On the next screen, a yellow/beige banner will appear at the top of the page prompting you to either:

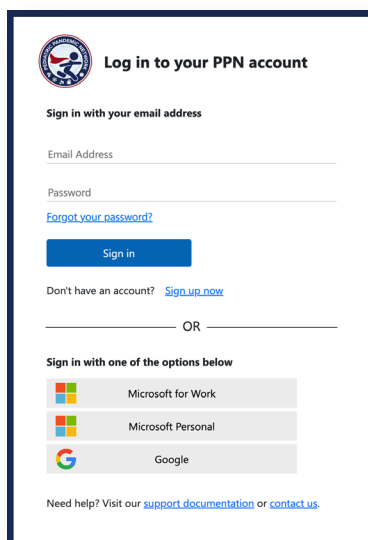
- **Log in**
- **Create an account**

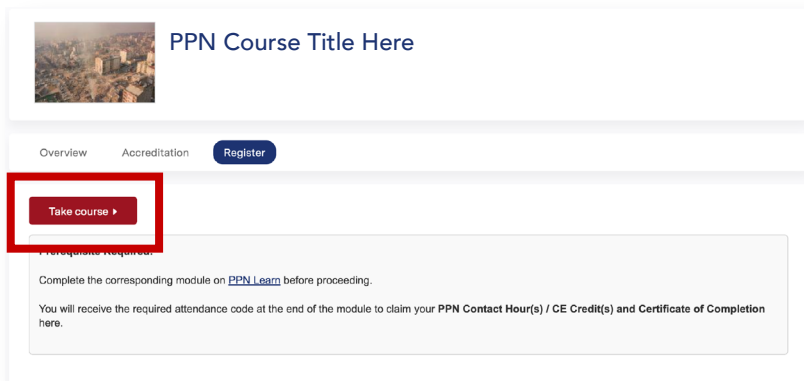
### If You Need to Create an Account

After creating your account, return to the original tab in PPN Learn and click the course link again to reopen the course page.

### If You Already Have an Account

You will be redirected to the PPN login page to sign in.





## Step 4: Start the Course

Once logged in, you will return to the course page. The yellow/beige banner will no longer appear, and you should now see a **"Take Course"** button.

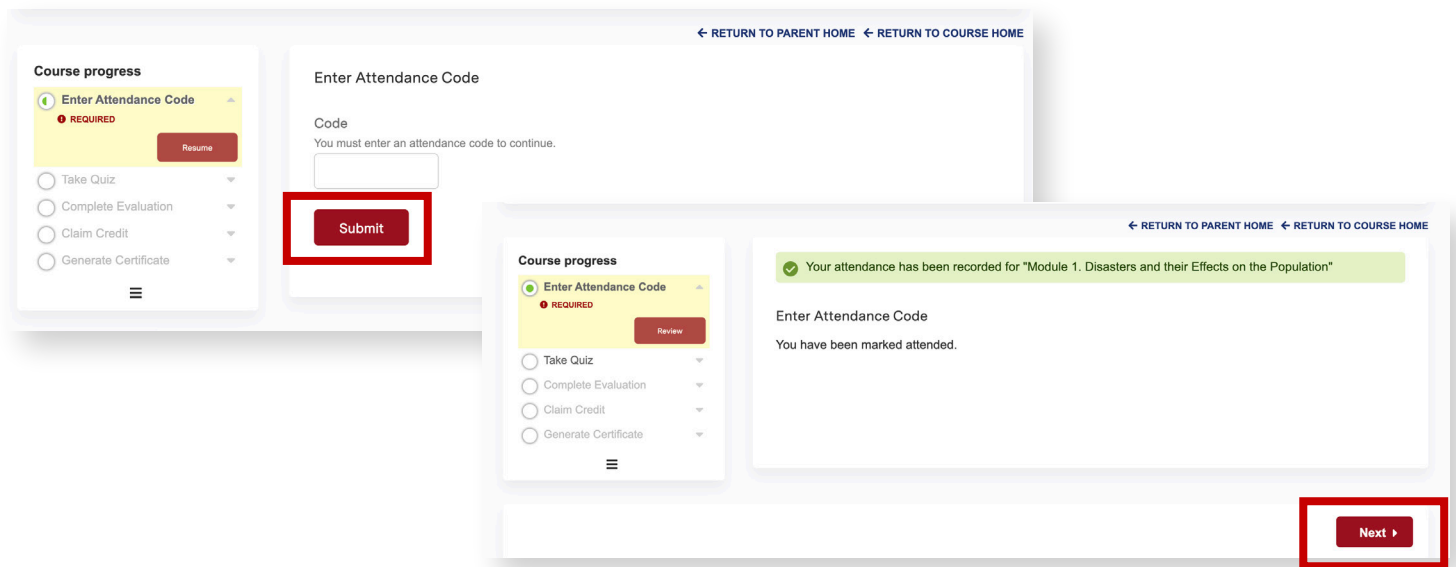
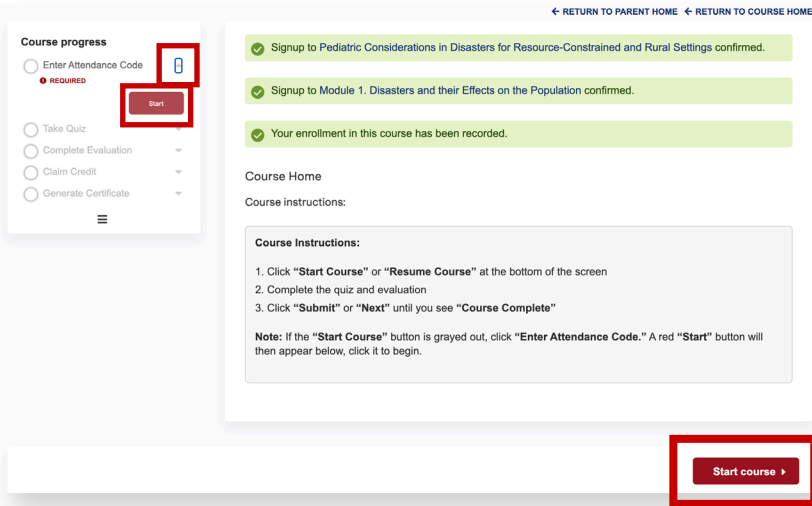
Click "Take Course."

On the next screen, click the red **"Start Course"** button at the bottom of the page.

### If the "Start Course" Button Is Grayed Out

1. Locate the Course Progress menu on the left side of the page
2. Find **"Enter Attendance Code"**
3. Click the **small light gray arrow** to the right of it
4. A red **"Start"** button will appear
5. Click **"Start"**

Both methods will take you to the same next step.



## Step 5: Enter Your Attendance Code

Enter the attendance code you received from PPN Learn and click "Submit."

You will see a confirmation page, with a green banner. Click "Next."

## Step 6: Complete All Required Course Steps

Continue moving through each activity by clicking "Next" and completing all required items.

Some courses may include quizzes while others may not.

Depending on the course, requirements may include:

You must continue through every step until you reach a page with green lettering that says:

- Attendance confirmation
- Quiz questions
- Course evaluations

"Complete Course"

The top screenshot shows a course progress sidebar on the left with 'Take Quiz' highlighted in yellow and marked as 'REQUIRED'. A 'Resume' button is visible next to it. The main area is titled 'Take Quiz' and contains a table with the following data:

Questions	10
Attempts allowed	3
Available	Always
Pass rate	80 %
Backwards navigation	Not allowed

A red box highlights the 'Start Quiz' button at the bottom of the table.

The bottom screenshot shows the 'Question results' page. The sidebar now shows 'Take Quiz' with a green checkmark and a 'Review' button. The main area displays 'Question results' with a 'Download PDF' button. It states: 'You got 10 of 10 possible points. Your score: 100%'. Below this is 'Question 1' with the text: 'What is the primary challenge in delivering aid to populations affected by conflict-related displacement?'. A 'Score: 1 of 1' indicator is shown in a green box. A table shows the answer choices and their scores:

Your answer	Choice	Correct?	Score
	Refugees often refuse assistance due to cultural differences.		0
	Lack of funding for humanitarian relief hinders response efforts.		0
→	Security risks and access restrictions prevent aid delivery.	✓	1

A red box highlights the 'Next' button at the bottom right of the page.

### Quiz Instructions (If Applicable)

If you are taken to a "Take Quiz" page:

1. Click "Start Quiz"
2. Answer each question
3. Click the "Submit" button at the bottom of each page

Some quizzes may provide feedback after each question.

After submitting the final question, you may see a review/results page. Scroll to the bottom and click "Next" to continue.

# Complete Evaluation

[← RETURN TO PARENT HOME](#) [← RETURN TO COURSE HOME](#)

## Course progress

- Enter Attendance Code
- Take Quiz
- Complete Evaluation**  
REQUIRED
- Claim Credit
- Generate Certificate

Resume

## Complete Evaluation

### This Continuing Education Activity \*

Overall Rating of this Continuing Education Activity

	Strongly Agree	Agree	Disagree	Strongly Disagree
Contributed to my professional growth.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improved my knowledge, attitudes, and skills to better deliver patient care.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Met the stated learning objective(s).	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promoted active learning (discussions, problem solving, case studies, simulation, reflective exercise, etc.).	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

After attending the educational activity, please share what you learned that was meaningful and/or what changes you intend to implement to your practice? \*

Previous

What worked well about this continuing education activity?

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

Submit

Previous

# Complete Evaluation

[← RETURN TO PARENT HOME](#) [← RETURN TO COURSE HOME](#)

## Course progress

- Enter Attendance Code
- Take Quiz
- Complete Evaluation**  
REQUIRED
- Claim Credit
- Generate Certificate
- Complete

Review

## Complete Evaluation

Thank you! Your feedback was submitted and helps improve future education.

[Go back to the form](#)

Previous

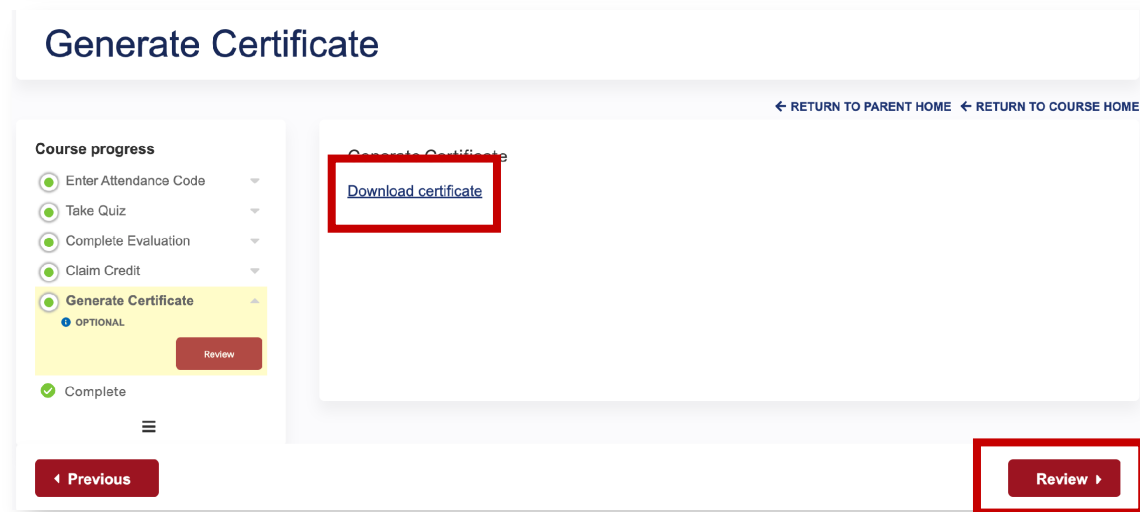
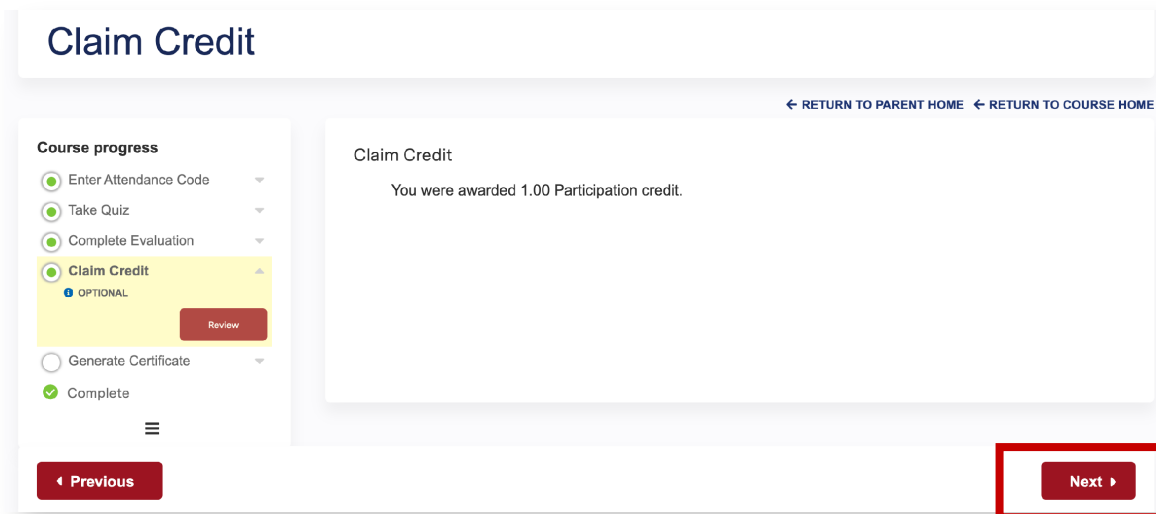
Next

## Evaluation Instructions

When you reach the course evaluation:

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

After submitting the evaluation, you will see a thank you page. Click **“Next.”**



## Claiming Credit and Downloading Your Certificate

When you arrive at the **"Claim Credit"** page, click **"Next."**

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 **"Next."**

## Course complete

Thank you for participating in this course.  
You have completed the course. Use the links below to review the course content.

### [Download certificate](#)

Download a PDF of your certificate.

### [Return to \*Pediatric Considerations in Disasters for Resource-Constrained and Rural Settings\*](#)

This course is part of a set.

✓	<a href="#">Enter Attendance Code</a> (required)
✓	<a href="#">Take Quiz</a> (required) Your grade: 100% Pass grade: 80%
✓	<a href="#">Complete Evaluation</a> (required)
✓	<a href="#">Claim Credit</a> (optional)
✓	<a href="#">Generate Certificate</a> (optional)

## 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>