

# Technology Requirements

**Belmont University Policy on Privacy & Confidentiality:** [Belmont University Information Technology Policies](#)

- Zoom System Requirements: [For iOS, iPadOS, and Android](#) [For Windows, macOS, and Linux](#)
- Zoom app that can be [downloaded](#) from the Zoom website for computers or on mobile devices through the App Store or Google Play. Search for Zoom Cloud Meetings app.
- If planning to use a MacBook, Macbook Pro, MacBook Air, iMac, etc., please navigate to <https://zoom.us/> (using the Mac computer that will be used for the Zoom session), click on the Download link a the right side of the screen, download and install/run the installer program (named Zoom.pkg).
- Please refer to the following webpages to troubleshoot any audio/visual difficulties
  - <https://support.zoom.us/hc/en-us/articles/206175806-Frequently-Asked-Questions>
  - <https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Audio->
  - <https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video>
- A computer with a stable internet connection
- A webcam—built-in or external attachment—and have video enabled throughout the entire program
- A microphone & speakers/headphones to join via computer audio or a phone to join via phone audio. For computer audio: The use of headphones will reduce an echo or feedback.
- If you experience technical issues during a presentation, please notify the meeting host via the chat box as soon as possible and/or send an email to [pharmacyce@belmont.edu](mailto:pharmacyce@belmont.edu).

## Claiming CE Credit

**Each presentation will be conducted online using the Belmont University Zoom account. To participate & be eligible for CE credit, each learner must:**

- Join Zoom Meeting (video & audio) by computer, tablet, or any mobile device.
  - Join the meeting 15-30 minutes early to test that your Zoom connection, audio, video, and app functionality are working properly and to check in
  - Zoom Meeting links will be emailed to registered learners 1-2 business days prior to each program day. Note that each day of the program is a different link.
- Log in individually. Computer sharing is NOT permitted due to accreditation guidelines on activity monitoring. CE credit is earned by one attendee per device.
- Once in the Meeting, rename yourself to your First Name & Last Name. For example, “Bob’s iPad” should be renamed “Bob Smith.” To rename yourself, click “More” by your name in the Participant List and click “Rename.”
- Attend the entirety of each presentation to be eligible for CE credit for each presentation. Learners who join late or sign off early will not be eligible for CE credit.
- Actively participate in the Zoom poll questions & discussions for each presentation. Use the Chat Box to send questions/ comments to everyone or to an individual.
- Minimize distractions (e.g., background noise, other people in the room).
- Complete the corresponding electronic evaluation for each presentation attended to claim CE credit.

Instructions for claiming CE credit for each presentation will be emailed to eligible learners 1-2 business days after the final webinar. “Eligible learner” is defined as a learner who is present (logged in) for the presentation for its entirety AND actively participates in the active learning segments (i.e., polling questions). Registration reports will be compared to day-of Zoom reports to verify those who registered **and** attended the entire presentation **and** participated in active learning.

NABP e-profile ID: Your CE credits will be automatically submitted to NABP CPE Monitor upon completion of the online activity evaluation. Questions regarding your NABP e-Profile or CPE Monitor? [www.nabp.net/programs/cpe-monitor/cpe-monitor-service](http://www.nabp.net/programs/cpe-monitor/cpe-monitor-service).

If your pharmacy CE credit has not posted after 48 hours from submission date, please contact [pharmacyce@belmont.edu](mailto:pharmacyce@belmont.edu) for assistance.