

LECOM School of Pharmacy- Instructions for Accessing Preceptor Training

Please note that orientation training does not provide you with CE credits.

To complete preceptor training, please follow these instructions:

1. **Establish your access to Preceptor Training & Resource Network, if you have not already done so.**

If you already have access to Pharmacist's Letter, it's important that you follow the appropriate link below to login. This will ensure that you get Preceptor Training CE and other tools included in *Preceptor Training & Resource Network* added to your subscription.

Erie Preceptor Network – <http://www.pharmacistsletter.com/?referer=lakeerie/ptrn> (If you can't click the link, copy and paste this **exact** URL into your web browser address bar.)

Bradenton Preceptor Network – www.pharmacistsletter.com/?referer=lecom.edu/ptrn (If you can't click the link, copy and paste this **exact** URL into your web browser address bar.)

If you don't have access to Pharmacist's Letter, you need to set up a LECOM Preceptor CE ID #. Your CE ID # will be automatically created and you'll be able to use it from any Internet-connected computer to access *Preceptor Training & Resource Network* by clicking the following link.

Erie Preceptor Network – <http://www.pharmacistsletter.com/?referer=lakeerie/ptrn> (If you can't click the link, copy and paste this **exact** URL into your web browser address bar.)

Bradenton Preceptor Network – www.pharmacistsletter.com/?referer=lecom.edu/ptrn (If you can't click the link, copy and paste this **exact** URL into your web browser address bar.)

2. **Go to your PL CE & Training Organizer to access the LECOM Required Preceptor Trainings.**

First, follow any prompts to establish your *Organizer* if you haven't already done so. Once you've reached the *Organizer*, you'll see the requirements for your state licensure, and below this, you'll see the LECOM requirements. Click "take course" next to one of the required modules to get started. The video module will open in a new window and will begin playing automatically. At the end of each slide, click the "Next" button to advance to the next slide.

3. **Watch the presentations and your completion will be automatically recorded in your PL CE & Training Organizer.**

At the end of the presentation, click that you have listened to the presentation by hitting SUBMIT. Once the presentation finishes you may close the window. You'll be redirected back to the *Organizer*, where the requirement will now show as "complete." This completion will be reported to LECOM.

If you have any trouble accessing this training, please contact Darcy Meade at The Pharmacist's Letter at 209-472-2240 x222 or dmeade@pletter.com