



## Organizational Discount Access Information & FAQ Pediatric GI Nursing Assessment-Based Certificate Program

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### Registration & Access

- **My organization has purchased a certificate bundle for me. How do I access the program?**
  - You will need to create a free SPN guest account access the program with the code provided to your organization.
  - You will need to create a free SPN guest account to purchase and access the program. Visit this direct link to create a SPN guest account and purchase the certificate program: <https://spn.memberclicks.net/membership-form#!/>. Go under New Users and follow the instructions to create your password. After your profile is created, you may choose to become a member or select Non-member to complete your guest account. After you select finish, you will be logged in and routed to the home page.
  - From the home page, you can go to: [Events & Education>Course Catalog>Online Courses](#) (or simply click this link). *Note: You must be logged into the website for the link to work.*
    - On your first time entering the SPN Education Center you will be asked to accept several terms and conditions. Please select Accept at the bottom.
    - You will arrive on a page called **My Dashboard**. Please select **Course Catalog** then look on the left column for the Pediatric GI Nursing Assessment-Based Certificate Program box, and select **Certificate Program**.
    - Here you can select the full certificate program.
    - Upon future visits to the education center you can find your enrolled classes on the **My Dashboard** page.
  - At checkout, please apply the discount code that was provided to your organization and shared with you. This should finalize the purchase and provide you access to the program.
  - DO NOT SHARE YOUR CODE with anyone as the codes are directly linked to the number of modules purchased. Once that number has been reached, the code is no longer active.
  
- **I've created a profile and applied the code, but it's not showing up in My Learning Center. What should I do?**
  - Occasionally, SPN will need to manually add your new guest account to access the program. We apologize in advance if this occurs, and if so please email SPN directly for assistance ([info@pedsnurses.org](mailto:info@pedsnurses.org))
  
- **I've applied the code and am ready to start the program. How do I access the content?**
  - You can access the program by logging into your SPN account and entering the SPN Online Education Center. The content is accessed through the 'My Courses' section via the 'View All My Courses' prompt.



## Certificate & Continuing Education Information

- **How many CEs and Pharmacology hours are awarded?**
  - The full certificate awards 18.5 CE credits accredited by the American Nurses Credentialing Center (ANCC) of which 1.75 credits can be applied as Pharmacology Hours per Amedco
  - Each individual module has specific CEs and pharmacology hours and is outlined on the [registration page](#)
  
- **How do I view my CE Credit?**
  - Enter the SPN Education Center and navigate to “My Learning”. You will see a tab labeled “Grades” which will show your completed CEs.
  
- **Do I have to take a posttest to gain credit?**
  - Yes. The Pediatric Gastroenterology Nursing Assessment-Based Certificate program requires a passing grade of 80% or higher for each learning module to receive credit. This ensures comprehension of key concepts. A participant is able to review content again and retake the posttest if they do not pass initially.
  
- **When will I receive my certificate?**
  - Individual CEs will be awarded at the completion of each module and available for viewing in “My Learning Center.” After all thirteen modules are completed, you will see completion of the program in the learning center.
  - On a monthly basis, SPN emails awardees the physical Certificate of Pediatric Gastroenterology, Hepatology, and Nutrition Nursing
  
- **How long is the certificate valid?**
  - The Certificate of Pediatric Gastroenterology, Hepatology, and Nutrition Nursing is valid for five years in keeping with medical updates. There will be a process to renew and maintain your certificate at the 5-year-mark.
  
- **How long will I have to complete the certificate?**
  - Once purchased, you have 9 months to complete the certificate program.
  
- **What if I buy individual modules but complete all 13; can this be applied to receive the Certificate of Pediatric Gastroenterology, Hepatology, and Nutrition Nursing?**
  - If you choose to purchase the modules individually compared to as a one-time bundle, you have one year to complete all 13 modules for them to be applied to the certificate.
  
- **How long can I access content?**
  - After completion, you will have 1 full year to access the module and review the content. You can also download a PDF of the Required Reading List with links for future reference.

For further questions, please email Society of Pediatric Nurses ([info@pedsnurses.org](mailto:info@pedsnurses.org)) and copy APGNN Certificate Advisory Board Chair ([amy.donegan@nationwidechildrens.org](mailto:amy.donegan@nationwidechildrens.org))