

## **Issuing PXE Credits for Webinars and Ongoing Programming**

### **Issuing PXE Credits**

- PXE credits will be issued internally through the PXI portal.
- All programs offering PXEs must capture participant attendance and receive a completed evaluation per participant to award associated PXEs.
- Participant list must be submitted via the provided excel spreadsheet after CE surveys are completed.
- List must include First Name, Last Name, and Email for each participant wishing to claim PXE credits
- Participant lists should be emailed to PXI at [pxe@pxinstitute.org](mailto:pxe@pxinstitute.org)
- Please include the Program and Session title in the Subject line as well as the name of the file
  - You do not have to submit survey results, but must keep them on file if requested for audit by PXI
- Participant lists are uploaded on the 1st and 3rd Fridays of the month.
  - Files must be submitted by midnight on the 1st and 3rd Thursday's of the month to make the upload windows
- Please ensure participants are aware that PXE credits will be available to claim within 14 days of their participation
- PXI will manage questions regarding the process of claiming credits and accessing the PXI website

If you would like to discuss how your organization can support team member development, please contact us at [info@pxinstitute.org](mailto:info@pxinstitute.org)