

## Save – Important Information

### Continuing Pharmacy Education (CPE) Program Instructions to Process Credit

**CPE Program:** Pharmacy Technician-acquired Medication Histories in the ED – A Path to Higher Quality of Care (both pharmacist-specific and technician-specific credit available)

**Program Date:** February 9, 2017

**Access Code:** \_\_\_\_\_  
*Announced at the session. You will need this to process your credit.*

**Please note – this is a repeat of an ICHP 2016 Annual Meeting CPE program. If you have already claimed credit for attending the Annual Meeting presentation of this program, you may NOT get duplicate credit through the Champion program per ACPE policy.**

#### CPE Processing Deadline:

You **MUST** complete your evaluation submission by end of day March 25, 2017.

**Please honor the deadlines! Do NOT Delay in completing your CPE processing.** If you encounter problems, we will need time to assist you before the deadline. Once the CPE Monitor deadline passes we are unable to upload your CPE credit into the CPE Monitor system due to the system restrictions put in place by ACPE and NABP. If you miss the deadline you will NOT receive credit for this program!

Sign In Sheets: Please be sure and fill in the Attendance Sheet to confirm your presence for our records. Attendance sheets will be emailed or faxed to the ICHP office for the ACPE file. ACPE requires we confirm that live attendance matches those processing online CPE credit.

#### **Detailed instructions to complete evaluations online:**

Participants in this CPE program - You will need your own account on **CESally.com** as an **ICHP association member** in order to access the CPE program, do the evaluation, and submit for credit. This Champion CPE is free to ICHP members. Non-members please contact ICHP to request CPE.

**PLEASE NOTE: Only ICHP members who have requested / accepted the ICHP association link on CESally and created an account will be able to SEE and access ICHP member programs on CESally.com. For information on how to REQUEST and / or ACCEPT the members' invitation please go to the new link: [http://www.ichpnet.org/pharmacy\\_practice/cesally/](http://www.ichpnet.org/pharmacy_practice/cesally/).**

#### **To set up your account:**

1. Go to [www.CESally.com](http://www.CESally.com) and click on "Sign Up!" Or log in with your existing account. Go to your Account page and accept the association invitation in the right side column, if you have not already done so. Or REQUEST an invitation to join ICHP on this Account page.

**Important: You will need to maintain a valid email address.**

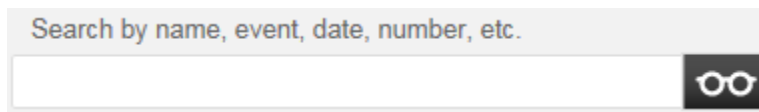
2. Complete the Sign Up process and select a username and password. For HELP at any point, click on the HELP tab or go to: <https://www.cesally.com/help/>.

- Enter your NABP eProfile ID and birth day as MMDD when prompted. CESally.com now checks with NABP/CPE Monitor in real time, to confirm the NABP eProfile and birth day are a valid account.

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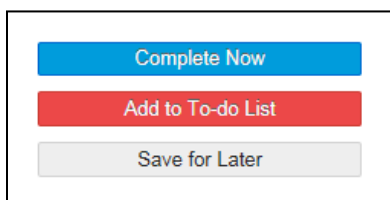
3. Once you have created your account, or logged in, use the Search Box in the upper right corner to find your activity by typing in the title. You have several options for completing or saving for later.

*NOTE: If the title does not appear to you when you search, that means you are not logged in as an ICHP association member and / or have not requested / accepted the ICHP member link on CESally.com.*

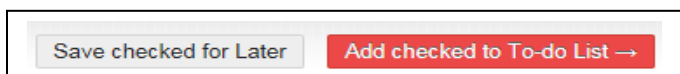


4. Identify the program attended (as either Pharmacists or Technicians) and choose between a) or b) below:

a) Click on that Activity title to open the information page, and you will see your options in the right hand column on the information page.



b) OR Click on the checkbox inside the small information box, then go to the bottom of the page and see your options there.



5. To finish the process after choosing to **Complete Now**, **Save for Later**, OR **ADD to To-do List**.

a) If you choose **Complete Now**, follow the actions as directed on the webpage. You will verify your attendance, provide the session ACCESS code given to you during the program, and complete an evaluation of the activity and the speaker(s). The status box indicates where you are in the process.

b) If you **Save for Later** or **Add to To-do List**, when you are ready to complete, please go to the appropriate webpage and click on **Start To-do List**. Follow the actions as directed on the webpage. You will verify your attendance, provide the session ACCESS code given to you during the program, and complete an evaluation of the activity and the speaker(s). The status box indicates where you are in the process.

6. Click **Go To Next Step** at the bottom of the page, as you finalize each step in the process.

7. Click on **Report CE**. Your CPE credit will be uploaded to CPE Monitor automatically upon **successful** completion and **submission** of your evaluation.

8. If an error occurs, the system will tell you on the screen so please wait for any error messages. CPE Monitor will not accept your submission if there are any errors, and your credit will NOT be reported to CPE Monitor.

**Please confirm your submissions.**

9. Go to [www.NABP.net](http://www.NABP.net) and CLICK on the CPE Monitor link to log into your personal CPE Monitor account to download an official statement of credit or full transcript.

If you have any questions, please contact ICHP at [members@ichpnet.org](mailto:members@ichpnet.org).

**Please remember the ICHP processing deadline is by end of day March 25, 2017.**

***Thank you!***