

Instructions for Completing Continuing Pharmacy Education (CPE) Program Evaluations ONLINE

CPE Program: Updates in Atherosclerotic Cardiovascular Risk Management

Program Date: May 20, 2014

You MUST complete your evaluation submissions by July 9, 2014.

Honor the deadlines! Do NOT Delay in completing your CPE processing. The deadline is final. 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!

Please NOTE: ICHP is transitioning to a NEW CPE processing website, CESally.com.

Participants in this CPE Program You will need to create your own account on CESally.com in order to access the CPE program for credit.

To set up your account:

1. Go to www.CESally.com and click on "Sign Up!" Or log in with your existing account.
2. Complete the Sign Up process and select a username and password.
Please store your username and password in a safe place, as ICHP staff will not be able to reset or look up your password for you. If you lose or forget your password, visit the site and click on "I forgot my password" and it will be emailed to you. You will need to maintain a valid email address.
3. Enter your NABP eProfile ID and birth day as MMDD when prompted.
4. Once you have created your account, or logged in, click on the "Featured CE" tab at the top of the page.
5. Identify the program you attended and ADD it to your To Do List. **Please pay CLOSE attention to the Title and the ACPE UAN number. Pharmacists programs will end in a P; Technician programs will end in a T. Pharmacists may NOT receive credit for T programs.**
6. Go to your To Do List and Process your CPE program by following the directions.
You will still verify your attendance, provide the ENTRY code that was given to you during the program, and complete an evaluation of the activity and the speaker just like always.
7. Click on "Report CE". Your CPE credit will be uploaded to CPE Monitor automatically upon **successful** completion and **submission** of your evaluation.
8. You may download an official copy of your CPE transcripts by going to www.NABP.net and clicking on the CPE Monitor link, and logging in, to access your CPE Monitor records.

Please Note: You will have until **July 9, 2014** to complete your online evaluation and submit your CPE credit. ACPE has a deadline for accepting program credit to CPE Monitor. Anything submitted after that deadline will be rejected as invalid, so always pay attention to the CPE processing deadlines provided. We have no control over the CPE Monitor system deadlines. **PLEASE do NOT delay** in completing your evaluation and submitting for credit. You will always be able to access your history, but your history will ONLY include the programs for which you submitted an evaluation.

Please contact members@ichpnet.org if you have questions or any feedback about the new cpe processing system. Thank you!