Instructions for Completing ICHP Continuing Pharmacy Education (CPE) Program Evaluations ONLINE at CESally.com

CPE Program: **Improving Your Bone Health: Review of Current Guidelines for Osteoporosis**

Program Date: **February 24, 2015 at 6:30 PM**

CPE Processing Deadlines:

Feb. 24, 2015 Activity–You MUST complete your evaluation submission **by end of day April 9, 2015.**

NOTE: If you received credit for this program at the 2014 ICHP Annual Meeting, you will not be able to resubmit for additional credit.

Please honor the deadlines! Do NOT Delay in completing your CPE processing. 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 fill in the Sign In Sheet to confirm your attendance for our records. These sign in sheets will be emailed or faxed to the ICHP office for the ACPE file. ACPE requires we confirm that live attendance matches the online participants processing CPE for a live program.

Detailed instructions to complete evaluations online:

Participants in this CPE program - You will need to have your own account on CESally.com. *Only ICHP members who have accepted the association invitation from ICHP via CESally, sent out on November 6, 2014 to all ICHP members (resent on January 13, 2015) will be able to see and access the NISHP program.*

To set up your account:

1. Go to www.CESally.com and click on "Sign Up!" Or log in with your existing account. Go to your Account page to accept the association invitation on the right side (if you have not already done this). If you need us to reissue the association invitation, click on the ICHP contact option.

Important Notice: Please store your username and password in a safe place, as ICHP staff will not be able to reset or look up your password or username for you. If you lose or forget your password or username, click on "I forgot my password" and it will be emailed to you. You will need to maintain a valid email address.

2. 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, so if you made an entry error, the system will let you know immediately.

3. Once you have created your account, or logged in, CLICK on the "Featured CE" tab at the top of the page. Or type in the title of your program in the Search box. For HELP at any point, click on the HELP tab or go to: https://www.cesally.com/help/.

4. Identify the program(s) you attended and **ADD it to your To Do List**. **Please pay CLOSE attention to the Title, Date, and if it says Pharmacist or Technician after the title. Or you may identify the program with the UAN# - Pharmacists programs will end in a P; Technician programs will end in a T.**

Pharmacists must do P programs only. Technicians must do T programs only as of Jan. 1, 2015.

For example: **P if you are a Pharmacist- Example 0121-9999-11-027-L01-P**
                              T if you are a Technician - Example 0121-9999-11-027-L01-T

5. Go to your **To Do List** and Process your CPE program by CLICKING on **Next Steps** at the bottom of the webpage. Follow the actions as directed. The status box on the right indicates where you are in the process. You will verify your attendance, provide the ***session ACCESS code*** that was given to you during the program, and complete an evaluation of the activity and the speaker.

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

7. Watch for confirmation of success. If an error occurred, the system will tell you on the screen so please wait for any error messages. If there is an error, you will need to fix whatever is wrong with your NABP eProfile ID and / or birthdate.CPE Monitor will not accept your submission if there are any errors, and so your credit will NOT be reported to CPE Monitor. ***So please confirm your submissions.***

8. Go to www.NABP.net and CLICK on the CPE Monitor link to log into your personal CPE Monitor account to download an official copy of your transcripts.

Important: Per ACPE requirements, official transcripts and statements of credit may ONLY be accessed through CPE Monitor. You may download a CE Program Information sheet from CESally for each submission for your personal records, but it will NOT be considered an official document by ACPE or NABP.

DEADLINE Reminders:
Feb. 24, 2015 Activity: You will have until the <u>end of day April 9, 2015</u> to complete the credit process.

Always pay attention to the CPE processing deadlines provided for any program in which you participate. You will lose your credit if you miss the 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!