

Save – Important Information

Continuing Pharmacy Education (CPE) Program Instructions to Process Credit

CPE Program: Illinois Healthcare Legislation
(Pharmacist-specific and technician-specific credit available)

Program Date: April 17, 2019

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

CPE Processing Deadline:

You **MUST** complete your evaluation submission by end of day May 31, 2019.

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/.

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 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. We authorize requests throughout the day.
Important: You will need to maintain a valid email address.

- If NEW to CESally.com, to complete the Sign Up process, you will 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.

2. Once you have created your account, **or logged in**, and requested / received the ICHP association link on Your Account Page, use the Search Box in the upper right corner to find your activity by **typing in the title**.

Search by name, event, date, number, etc.

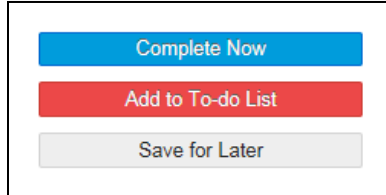


- Program(s) will appear in boxes as Search Results.
- Please select the correct program, identified **as either Pharmacist or Technician**.

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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.

3. Click on the Activity title for the program you attended, and the information page will open; you will see your options in the right hand column on the information page. Select one.



4. 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 (tabs are labeled To Do List or Saved for Later).
- c) 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.

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

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

7. 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.**

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 statement of credit or full transcript.

If you have any questions, please contact ICHP at members@ichpnet.org.

Please remember the ICHP processing deadline is by end of day May 31, 2019.

Thank you!