CPE Monitor™:
Information for Pharmacists and Pharmacy Technicians

What is CPE Monitor™?
CPE Monitor is a national, collaborative effort by the Accreditation Council for Pharmacy Education (ACPE) and the National Association of Boards of Pharmacy (NABP) to provide an electronic system for pharmacists and pharmacy technicians to track their completed continuing pharmacy education (CPE) credits. It will also offer boards of pharmacy the opportunity to electronically authenticate the CPE units completed by their licensees, rather than requiring pharmacists and pharmacy technicians to submit their proof of completion statements (i.e. statements of credit) upon request or for random audits.

How CPE Monitor Works
Pharmacists and pharmacy technicians will receive a unique identification number (NABP e-PID) after setting up their e-Profile with NABP (see How to Register for CPE Monitor™). Providers of continuing education will ask pharmacist and pharmacy technician participants to provide their NABP e-Profile ID and date of birth (DOB in MMDD format) to the ACPE-accredited provider when they register for a CPE activity or submit a request for credit. **It will be the responsibility of the pharmacist or pharmacy technician to provide the correct information [i.e. ID and DOB (in MMDD format)] in order to receive credit for participating in a CPE activity**. For a given CPE activity, the only information to be uploaded by the provider includes each participant's NABP eProfile ID (ePID), DOB (in MMDD format), Universal Activity Number (UAN), and date of participation. Learners are not able to input their CE credit into their own e-profile.

The CPE Monitor™ system will direct electronic data from ACPE-accredited providers to ACPE and then to NABP, ensuring that CPE credit is officially verified by the providers. Once information is received by NABP, pharmacists and pharmacy technicians will be able to log in to access information about their completed CPE activities in their e-profile at www.nabp.net.

ACPE-accredited providers should not distribute paper statements of credit to US licensed pharmacists and pharmacy technicians. If they do, the learners need to know these states of credit are not valid. If a learner would like a paper statement of credit, please inform them to print it from their NABP e-profile. They should login to their e-profile at www.nabp.net and they can print their entire transcript of CPE activity or select one CPE activity and print off the one statement of credit.

How to Register for CPE Monitor
Pharmacists and pharmacy technicians are asked obtain their NABP e-Profile ID now at www.MyCPEmonitor.net to ensure their e-Profile is properly setup.

Set up your NABP e-Profile to obtain your ID

Timeline for ACPE credit submission
Providers have a maximum 60 days post the CPE activity participation date to upload the participant credit into CPE Monitor. Specifically:

a. For Live CPE Activities: The provider must upload the participant information 60 days from the date the participant completed the CPE activity.
b. For Home Study CPE Activities: The provider must upload the participant information 60 days from the date the participant completed the CPE activity. The date of participation must be between the initial release date and the expiration date of the Home Study CPE activity. If the participant completes the enduring (home study) activity on the date of expiration, the provider will have 60 days post-expiration date to upload the participant information.

Benefiting Pharmacists and Pharmacy Technicians
CPE Monitor will provide a secure, central system that maintains and tracks all ACPE-accredited CPE credits. This streamlined process will eliminate the need to file and maintain hard copy statements of credit for CPE activities taken from ACPE-accredited providers. Instead, online access to their inventory of completed credits will allow pharmacists and pharmacy technicians to easily monitor their compliance with the CPE requirements of the state or states where they hold a license or registration. Licensees of participating boards will no longer have to mail hard copy proof of CPE statements of credit to those boards.

For added convenience, the NABP e-Profile is available 24/7 for pharmacists and pharmacy technicians to view a comprehensive list of the ACPE-accredited CPE activities they have taken. All information will be maintained in a highly secure environment. ACPE and NABP do not distribute any personal information for commercial purposes without consent.

Questions
Pharmacists or pharmacy technicians with questions regarding their NABP e-Profile should refer to the NABP website or contact NABP Customer Service.

NABP Customer Service
custserv@nabp.net
Tel: 847-391-4406
Fax: 847-391-4502
Hours: Monday - Friday, 9 AM to 5 PM central time

Pharmacists or pharmacy technicians with questions regarding their ACPE credit should refer to the ACPE-accredited provider offering the credit or ACPE at cpemonitor@acpe-accredit.org or 312-664-3575.