

# Nebraska Council for Continuing Pharmacy Education (NCCPE)

## CPE Monitor Policies & Procedures

### Continuing Pharmacy Education (CPE) Monitor

CPE Monitor provides a secure, central system that maintains and tracks all ACPE-accredited CPE credits. The NABP e-Profile is available 24/7 for pharmacists to view a comprehensive list of the ACPE-accredited CPE activities they have taken. Pharmacists with questions regarding the NABP e-Profile or CPE Monitor should refer to the [FAQ section](#) on the NABP website or contact NABP Customer Service.

*NABP Customer Service*

[custserv@nabp.net](mailto:custserv@nabp.net)

Telephone (847) 391-4406

Fax: (847) 391-4502

Hours: Monday – Friday, 9:00 am to 5:00 pm central time

### NCCPE Process for Collecting CPE Information

1. The NABP e-Profile ID and four-digit date of birth will be collected by NCCPE when participants register for a NCCPE accredited CPE program. This information will be stored as part of the NCCPE program file.
2. NCCPE does not have the ability or authority to look up NABP e-Profile ID numbers on behalf of any CPE program participant, if they have not already been given to NCCPE. It is the responsibility of the CPE program participant to give NCCPE correct information. If incorrect information is provided, the record will be rejected by the CPE Monitor System and CPE credit will not be awarded.

### Time Period to Claim CPE for a Live Event

Per ACPE policies, individuals claiming CPE for a live event must submit their request for CPE credit within 60 days of the meeting. NCCPE strongly recommends that you submit for your request for CPE within 45 days in case there are any problems. NCCPE does not have the authority to award CPE after 60 days.

### Time Period to Claim CPE for a Home Study Program

Per ACPE policies, individuals claiming CPE for a home study program must submit their request for CPE credit within 60 days of completion of the home study program. NCCPE strongly recommends that you submit for your request for CPE within 45 days in case there are any problems. NCCPE does not have the authority to award CPE after 60 days.

### Process for Transferring CPE information to CPE Monitor

1. NCCPE will transfer all CPE information to the *CPE Monitor System* by the 15<sup>th</sup> of every month.
2. It is the sole responsibility of the CPE program participant to monitor their transcript on *CPE Monitor System* to make sure all CPE is accounted for. If any NCCPE accredited program is not listed on a CPE Monitor System participant's transcript after 5 weeks after the participant submits the information, the participant should:
  - a. Call NCCPE to confirm that they have provided NCCPE with a correct NABP e-Profile ID and four-digit date of birth.
  - b. If the information was correct, the participant should then e-mail the omission to the attention of [diane@npharm.org](mailto:diane@npharm.org) with the following information:
    - i. The full name of the CPE Program Participant
    - ii. The complete name and ACPE number of the CPE activity
    - iii. The date of completion of the CPE activity
    - iv. Current contact information for the CPE Program Participant in case any follow-up is necessary
3. It is the responsibility of the CPE program participant to apply for CPE credit in a timely manner and not wait until the last minute in order to fulfill a state requirement. NCCPE will not be able to transfer data upon request, but will only transfer data on the 15th of each month. Please note that No exceptions will be made.