

## Continuing Education Activities Evaluation & Credit Documentation Pharmacy

Campbell University College of Pharmacy & Health Sciences is accredited by the Accreditation Council for Pharmacy Education (ACPE) as a provider of continuing pharmacy education.

To claim credit, the participant must be confirmed present, participate in the activity and follow the instructions below to complete the activity evaluation form. **Device Requirements:** Computer, smartphone, tablet, or mobile device with audio capabilities and Internet connectivity

### **TO CLAIM CREDIT: Complete the Program Evaluation**

Your feedback is important to us. Use this link to evaluate the session: <https://cmetracker.net/CAMPBELL/Catalog>

At top of page click on 'Sign In'. You will need the following items to complete the evaluation:

1. Your registered email address
2. Your password
3. The CPE Activity Code

**New Users** –click “**Create Account**” and follow the on screen instructions then return to “Sign In”. **Enter zeros in any required fields that do not pertain to you.**

- Go back and sign in. Click on “**MyPortal**” then “**Claim Credit**”. Enter Activity Code. (Sessions with separate ACPE numbers must be entered one at a time. You will evaluate the individual session and receive a separate confirmation for each.)
- Click the radio buttons to complete the evaluation. Click ‘**Submit Your Responses**’ at the bottom of the screen when completed.
- At the Certificate Preparation screen, you will be asked to select which type of Credit you receive. Click the drop down to choose then, Continue. Verify the amount of time spent in the activity.
- A certificate will pop up in a new window – repeat process for multiple sessions.

### **60 Day Submission Rule**

Credit will transferred within 10 days of evaluation completion to NABP/CPE Monitor. If credit does not appear in your CPE Monitor account within 10 days, please contact the Office of Continuing Professional Education.

NABP/CPE Monitor will not accept credit beyond 60 days. We encourage you to complete the online activity evaluation form and claim CE credit immediately following the program. Credit not claimed within 60 days will be forfeited.

### **\*\*Campbell University Will Report Claimed Credits to NABP Within 60 Days of the Program Date\*\***

Campbell University is not responsible for credits lost due to incorrect or missing information in your profile. Learner errors in providing NABP numbers and/or DOB will result in unsuccessful reporting of credits to the CPE Monitor system. You are urged to log in and correct any discrepancies. You can verify your NABP e-profile ID and birthday (mm/dd) by logging into ‘My Profile’ <https://cmetracker.net/CAMPBELL/Catalog>.



### **NABP requires you have an e-profile ID to streamline CE credits**

### **We must have your correct NABP e-profile ID and birthday (mmdd) on file**

CPE Monitor is a collaborative service from NABP and ACPE that provides an electronic system for pharmacists and pharmacy technicians to track their completed CPE credits. It also streamlines reporting and compliance verification for participating boards of pharmacy. Get e-profile ID here: <http://www.nabp.net/>

Questions? Contact us

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