

### **Instructions for Claiming Live CE**

1. Login in to the [NCPA Learning Center](#) using your NCPA credentials.  
**NOTE:** NCPA recently moved to a new learning management system. If this site looks unfamiliar to you, you may not have ever logged in to the new NCPA Learning Center. Please use your NCPA.org log-in credentials (not a previous learning center account) or [create a new account](#).  
**Please double check your NABP e-Profile ID and date of birth on your learning center account. If this information is incorrect, your credits will not transfer to the CPE monitor.**
2. Click the **Convention** tab at the top of the screen. If this is your first time accessing this page, you will be asked for the unique coupon code that was emailed to you from [education@ncpa.org](mailto:education@ncpa.org) on Friday, October 16. There you will see all of the Convention activities.
3. Click **MORE INFO** below the **live** activity for which you are claiming credit.
4. Scroll down and click **ATTENDANCE** to enter the **attendance code** provided during the live presentation.
5. After entering the attendance code, the **feedback questionnaire** will automatically appear. Complete and submit the questionnaire.
6. To confirm you have successfully completed the course, click on the **MY DASHBOARD** tab, then click on the “Completed” tab of the dashboard. You should see the program listed here. If it’s not listed, repeat the steps above.
7. Once all requirements for a CE are completed, NCPA will submit your credit to CPE Monitor. Credit must be claimed **by November 16**. Your credits should be reflected on CPE Monitor within 6 weeks of completing the course (*Please note your credits **will not** be reported to NABP if your e-profile ID and date of birth in your profile are not up to date*).

Contact [education@ncpa.org](mailto:education@ncpa.org) to claim credit after the deadline. You may be subject to a \$200 late fee for NCPA to submit your credits to NABP. Per ACPE guidelines, you are not eligible to claim credit for a live CE after 6 months

### **Where can I access the slides?**

For most presentations, slides are available for download via the “download resources” button when you are in Rooms 1 and 2.

### **I missed a live session, will this program be on-demand?**

Beginning Wednesday, October 21, you will be able to watch all of the on-demand content from the NCPA 2020 Virtual Convention, on your own time. Preview the on-demand content and claim CE for the live programs you attended at the [NCPA Learning Center](#).

### **Are main conference sessions considered “live” or “online” credit hours?**

Continuing education sessions attended from Oct. 18-19 during the NCPA 2020 Annual Convention will be counted as “live” credit hours, whereas sessions viewed on demand via the NCPA learning center beginning Oct. 21 will generate “online” credit hours.

***Where can I find the attendance code for a live session?***

The attendance code is shown for 1-2 minutes during any continuing education sessions. If you missed the attendance code, we will need to verify you attended the session manually after the conference. Please email [education@ncpa.org](mailto:education@ncpa.org), and someone will get back to you.

***What is the deadline to claim live CE?***

November 16, 2020.

***I forgot my ID/password for the learning center, where can I find this information?***

On the login page, you can click the link 'forgot password?' which will direct you to enter your email address associated with your account. You should receive an email with a link to generate a new password (*please be sure to check your spam folder for this email*). If you need further assistance remembering your username or password, please email us at [membership@ncpa.org](mailto:membership@ncpa.org).

***What is my NABP e-Profile ID?***

An NABP e-Profile ID is generated when a pharmacist or pharmacy technician creates an e-Profile at [www.nabp.net](http://www.nabp.net) and is required to claim CE credits. Your e-Profile ID should contain 4-10 numbers and is not your state license ID, NPI number, social security number, employee ID or phone number. If you need to create or look up your e-Profile ID, go to <https://nabp.pharmacy/cpe-monitor-service/>. Please be sure to enter your accurate number as your credits will NOT be reported to ACPE if this does not match your records.

***Need Help?***

If you have additional questions or need support, please live chat with the education team.