



## How to Claim CPE Credit

Thank you for participating in CPE programming that was jointly provided by NABP! Once you have received the CPE activity's attendance code, which was distributed during the live activity, follow the steps below to claim your credit.

1. Visit [nabp.pharmacy/claimcpe](http://nabp.pharmacy/claimcpe) (case-sensitive) and log in or create an account.\*  
*Note: Your NABP e-Profile/CPE Monitor login credentials will not work on this website.*
2. Once you are logged in, select the "Live CPE" tab.
3. Find the CPE activity you attended and click the corresponding "Enter Session Code(s)" button.
4. Enter the code provided during the CPE activity into the Attendance Code box and click Submit. Multiple codes for the same conference may be separated by a comma.
5. Complete the session and speaker evaluations in their entirety. If the CPE activity requires an assessment, you must pass the post-test with a score of 70% or higher.
6. Enter your NABP e-Profile ID number and your date of birth, select the type of credit you wish to claim (pharmacist or pharmacy technician), check the box certifying the information is correct, and submit.

Once the steps above are complete, your credit will be transmitted to CPE Monitor within 24 hours. CPE Monitor serves as the place of record, and you may review and print your transcript from there. Please check your NABP e-Profile after that point to ensure that your credit has been posted. If it has not, please send an email to [CPE@nabp.pharmacy](mailto:CPE@nabp.pharmacy) for assistance.

You have 60 days from the activity date to submit and claim your CPE credit.^ If you do not submit and claim your CPE within 60 days of the CPE activity, you will be unable to receive credit, as this is the maximum amount of time allowed for providers to transmit CPE claims to ACPE. Please submit your claim as soon as possible to ensure that you receive credit. Neither NABP nor the joint provider will submit CPE credit claims on participants' behalf. Overrides will not be provided to participants who do not complete all of the steps in the claims process within the 60-day window.

Please submit any questions about claiming credit no later than two business days prior to the end of the 60-day window so that CPE staff may assist you prior to the deadline. Frequently asked questions are answered in the "FAQs" tab on the submission website.

\* An account for NABP's CPE submission website is required to claim credit. If you do not have an account, please create one at this stage. All that is required to create an account are your first name, last name, and email address.

^ If you attended a multi-day conference, you must claim credit within 60 days from the first CPE activity offered during the conference.



NABP and the NABP Foundation® are accredited by ACPE as providers of CPE. ACPE provider number: 0205. Please visit [www.nabp.pharmacy/cpe-activities](http://www.nabp.pharmacy/cpe-activities) for more information about the Association's CPE programming.