Instructions for Completing Continuing Pharmacy Education (CPE) Program Evaluations ONLINE at CESally.com

CPE Program: **PCSK9 Inhibitors: A New Method to an Old Madness?**

Program Date: **January 20, 2016 at 7:15pm**

CPE Processing Deadlines:
Jan. 20 Activity–You MUST complete your evaluation submission <u>by end of day March 4, 2016.</u>

Please honor the deadlines! Do NOT Delay in completing your CPE processing. If you encounter problems, we will need time to assist you before the deadline. Once the CPE Monitor deadline passes we are unable to upload your CPE credit into the CPE Monitor system due to the system restrictions put in place by ACPE and NABP. If you miss the deadline you will NOT receive credit for this program!

Sign In Sheets: Please be sure and fill in the Sign In Sheet to confirm your attendance for our records. These sign in sheets will be emailed or faxed to the ICHP office for the ACPE file. ACPE requires we confirm that live attendance matches the online participants processing CPE for a live program.

Detailed instructions to complete evaluations online:
<u>Participants in this CPE program</u> - You will need to create your own account on CESally.com as an ICHP association member in order to access the CPE program, do the evaluation, and submit for credit. This NISHP CE is free to ICHP members. Non-members please contact ICHP to request CE.

Only ICHP members who have accepted the association invitation from ICHP via CESally will be able to see and access ICHP member programs. For information on how to accept the members' invitation please go to: http://www.ichpnet.org/pharmacy_education/cesally/cesallycom.php

To set up your account:
1. Go to www.CESally.com and click on "Sign Up!" Or log in with your existing account. Go to your Account page and accept the association invitation in the right side column, if you have not already done so. ***NOTE: You must use the same email that received the invitation to log in!***

2. Complete the Sign Up process and select a username and password. For HELP at any point, click on the HELP tab or go to: https://www.cesally.com/help/.

<u>**Important Notice:**</u> **Please store your username and password in a safe place, as ICHP staff will not be able to reset or look up your password or username for you. If you lose or forget your password or username, visit the site and click on "I forgot my password" and it will be emailed to you. You will need to maintain a valid email address.**

3. Enter your NABP eProfile ID and birth day as MMDD when prompted. CESally.com now checks with NABP/CPE Monitor in real time, to confirm the NABP eProfile and birth day are a valid account, so if you made an entry error, the system will let you know immediately.

4. Once you have created your account, or logged in, use the Search Box in the upper right corner to find your activity by typing in the title. You have several options for completing or saving for later.
> *NOTE: If the title does not appear to you that may mean you are not logged in as an ICHP association member and / or have not accepted the ICHP invitation.*

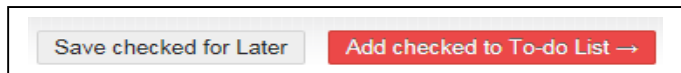Search by name, event, date, number, etc.

5. Identify the program attended and choose either:

      a) Click on that Activity title to open the information page, and you will see your options in the right hand column on the information page.
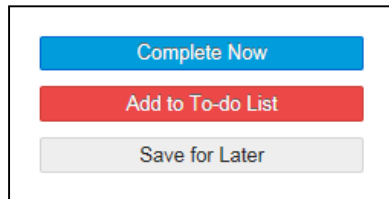
      b) OR Click on the checkbox inside the small information box, then go to the bottom of the page and see your options there.

6. Choose from either a) or b) above, to **Complete Now**, **Save for Later**, OR **ADD to To-do List.**

Please pay CLOSE attention to the Title, Date, and if it says Pharmacist or Technician after the title. Or you may identify the program with the UAN # - Pharmacists programs will end in a P; Technician programs will end in a T. Please note the same Title may have different UANs, so always confirm the date and P or T.
- **Pharmacists must do P-specific programs only.**
- **Technicians must do T-specific programs ONLY as of Jan. 1, 2015 for PTCB recertification.**

For example:
- **P if you are a Pharmacist**   **- Example 0121-0000-16-005-L01-P**
- **T if you are a Technician**   **- Example 0121-0000-16-005-L01-T**

7. If you Save or Add to To-do List, when you are ready to complete, please go to the appropriate webpage and click on **Start to Do List.** Follow the actions as directed. The status box on the right indicates where you are in the process. You will verify your attendance, provide the session ACCESS code that was given to you during the program, and complete an evaluation of the activity and the speaker(s).

8. Click on **Report CE**. Your CPE credit will be uploaded to CPE Monitor automatically upon **successful** completion and **submission** of your evaluation.

9. Watch for confirmation of success. If an error occurred, the system will tell you on the screen so please wait for any error messages. If you have any questions, please contact ICHP at members@ichpnet.org. CPE Monitor will not accept your submission if there are any errors, and so your credit will NOT be reported to CPE Monitor. ***So please confirm your submissions.***

10. Go to www.NABP.net and CLICK on the CPE Monitor link to log into your personal CPE Monitor account to download an official copy of your statement of credit or full transcript.

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Thank you!