**Q: What is CPE Monitor?**
A: CPE Monitor is a national, collaborative effort by ACPE and the National Association of Boards of Pharmacy (NABP) to provide an electronic system for pharmacists and pharmacy technicians to track their completed continuing pharmacy education (CPE) credits. It will also offer state boards of pharmacy the opportunity to electronically authenticate the CPE units completed by their licensees, rather than requiring pharmacists and technicians to submit their proof of completion statements upon request or for random audits.

**How will CPE Monitor work?**
The CPE tracking system will create a direct link for sending CPE data from ACPE-accredited providers to ACPE and then to NABP, ensuring that all reported CPE units are officially verified by ACPE-accredited providers.

Pharmacists and pharmacy technicians may obtain a unique identification number from NABP to be used when registering for a CPE activity from an ACPE-accredited provider. For a given Universal Activity Number, the provider will be offered a variety of mechanisms to upload each participant’s NABP e-profile ID number via the Provider Web Tool. After CPE units are processed by ACPE and NABP, pharmacists and pharmacy technicians will be able to login to a comprehensive electronic profile to access information about their completed CPE.

*The NABP ID number is an individual pharmacist number, not the Employers Pharmacy store number*

**Q: What is the procedure when attendees don't know, don't include or provide in error wrong information. Will the provider need to look it up?**
A: It is the responsibility of the pharmacist and/or technician to obtain and submit the correct ID to the provider. The provider’s responsibility is to provide the information they have received to ACPE in electronic format. The pharmacist and/or technician will also be responsible to assure that the information in their profile is accurate; much like one checks their credit card bills on line to verify proper records.

**Q: How do we manage attendees without a NABP e-profile ID after a CPE activity?**
A: After the initial transition period, if the pharmacist and/or technician do not submit their number to the provider, then the provider cannot award the credit.

**Q: How do we manage incorrect CPE monitor numbers provided by attendees (i.e. during upload to ACPE)?**
A: In the CPE Monitor system, there is a process to communicate back to providers about any activities that failed validation in our system. Incorrect numbers, resulting in failed validation of activity, will require re-submission when the correct number is determined by the provider and participant.

**Q: Will there be a way to look up pharmacist or pharmacy technician ID numbers if they have forgotten them?**
A: The provider will not have a mechanism to look up the ID number; it is the responsibility of the pharmacist and/or technician to provide the correct ID number. The pharmacist and/or technician will have the ability to query the MyCPEMonitor.net site for a forgotten ID number.

**Q: Since some pharmacists have two license numbers.... do they register twice in the NABP e-profile?**
A: No, the pharmacist with multiple licenses will only need to complete the profile one time. The ID number the pharmacist receives will accommodate all licenses.
Q: What are the consequences to pharmacists if they do not create a CPE Monitor profile?
A: As the providers are expected to phase out the issuance of paper CPE certificates for completion of ACPE-accredited courses, the NABP/ACPE CPE Monitor system is expected to be the single repository of this information and will be maintained on licensees' behalf and reported to state boards who request verification of CPE. Candidates who create a profile will be able to monitor the accuracy and completeness of their CPE information reported by ACPE-accredited providers, and can proactively contact the provider if their information is not properly reported. Those who create a profile will also be able to access and print or download a record of ACPE-accredited CPE activities for their own records, or in cases where their licensing agency requires it.

If pharmacists/technicians do not create a profile, this information will not be collected on their behalf to report to the licensing board(s) as part of any CPE audit. This may have consequences to maintain licensure in states where CPE compliance is required. We strongly encourage all licensees to create and maintain their CPE profiles to ensure that there are no difficulties when maintaining their pharmacist license or technician license/registration/certification.

Q: If there are questions regarding the CPE Monitor process and the profile creation, who should be contacted for more information?
A: For questions regarding profile creation and maintenance, as well as the reporting process to the state boards of pharmacy, please contact NABP Customer Service at 847/391-4406, Monday-Friday between 8:30 AM and 5 PM central time.

Q: How long do providers have to upload the participant information?
A: Providers are allowed up to 60 days post CPE activity date.

Q: Will we need to give them paper statements of credit at all? Can we give them paper statements of credit as well as uploading their participation information into your site?
A: Pharmacists and technicians will be issued paper statements of credit for all CPE activity thru December 2012.

Q: Will pharmacists be able to print their transcripts?
A: Yes, pharmacists and technicians will be able to print their transcript and individual statements of credit from their e-profile created at mycpemonitor.net.

Q: Once the two additional fields of e-profile ID and DOB (in MMDD format) are in our systems and we are transferring that information to the ACPE website, is it ok to cease paper copies?
A: Yes.