## Stress, Thyroid, Adrenal Connection On Demand Jointly provided by PharmToTable, LLC & CPE Consultants

## ONLINE INSTRUCTIONS FOR CONTINUING EDUCATION CREDIT PHARMACISTS

Click on or copy the following URL into your Internet browser: https://cpeconsultants.learningexpressce.com/index.cfm

1. Create an account Or Login if you already have an account.

NOTE: Entering incorrect data will result in a rejection of CPE credit by CPE Monitor. Carefully check your NABP e-Profile ID and date of birth (MMDD) to ensure this data is accurately recorded! If you have any questions regarding how to set up your NABP e-Profile and registering for the CPE Monitor service to ensure your CPE units are properly tracked for licensure, visit: <u>https://nabp.pharmacy/</u>

- 2. Select "Pending/Private Programs" and at the top of the page
- 3. Enter the following registration code at the bottom of the page:

## StressOnDemand

- 4. You should now be on the continuing activity page, Stress, Thyroid, Adrenal Connection
  - a. Review and select "Register Now"
  - b. From the Register Now page, *confirm your account information is entered correctly*, and **click** "Register".
  - c. A notice on the activity page will confirm you have been registered for the program. PLEASE BE SURE TO REGISTER FOR THE CORRECT ACTIVITY, there may be both a pharmacist and a technician option!
- 5. After attending/viewing this activity you must **complete** the Post Test (if required, and achieve a passing score of 80 percent or higher, you can re-take as needed).
  - a. Select "Take the Test" and then "Grade my Test". If you do not pass with 80%, retake the test. If the test is not required, go to step 6.
- 6. Complete the evaluation to claim CPE credit.
  - a. Select "Complete Evaluation"
  - b. Do not leave any question unanswered. If you do not have a comment or do not feel you want to answer the question, please put "NA" in the space provided.
- 7. After successfully completing the evaluation, you will be able to print your Statement of Continuing Pharmacy Education Credit if desired. Under the "View/Print CE Credit" tab, a list of your completed CEs will appear.
  - a. Always check your CPE Monitor account to verify your credit has been accepted.

**IMPORTANT:** You must complete all the above requirements by <u>30 Days POST ACTIVITY</u>. Failure to do so will result in a loss of Continuing Pharmacy Education Credit. A system wipeout clears all pending activity into CPE monitoring during this time, so it is imperative that you complete your evaluations within the allotted time frame. Thank you for your cooperation.

ACPE's Information for Learners page. Information includes what the UAN is, how CE credit is processed, what they need to know about certificate programs, and how to find CE activities using the Pharmacy Learning Assistance Network (PLAN).

