



## Instructions for Completing a Program Evaluation and Reporting CPE data in the URI CPD Evaluation System for Pharmacists

1. Go to the URI CPD registration and evaluation web site <https://www.uripharmacycpd.org/>
2. Login:
  - Go to the Current Account Holders login area.
  - Enter your email address and password.
  - If you have not attended a CPE program accredited by the University of Rhode Island in the past, please create a new account using a valid email address and your pharmacist/technician license number.
3. Enter your NABP ID Number\*:
  - Click the "Update Account" link and enter your NABP ID Number in the field provided on your Account Information page, if you have not done so already. Click the "Update Account" button at the bottom of the page to save. Verify your date of birth and pharmacy license number on this page.
4. Complete Program Evaluations: **Evaluations must be completed within 30 days of the program.**
  - Click on Complete Live Activity Post-Test/Evaluations and select the Program Date (or simply enter the evaluation code as a short cut to the program evaluation).
  - Click on the program title to complete the program evaluation.
  - Enter the program code given to you at the end of the lecture.
  - Complete the evaluation and click "submit."
  - You will receive a confirmation message of evaluation completion and notification that your ce data was reported to the CPE Monitor.
  - Return to the program evaluation page to complete additional evaluations, if necessary.

Use this area to write the access code:

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**Please note:** ACPE will only accept CPE data that is reported by providers within 60 days of the live program date. Therefore, URI requires that you complete the program evaluation within 30 days of the program date in order to ensure timely reporting to ACPE and allow time to address any problems with a participant's profile data. CPE data is reported immediately upon your completion of this evaluation although it may take 48-72 hours to appear in your CPE Monitor profile. You will be notified of any problems transmitting your participant data via email. Most transmission problems are related to errors in transcribing date of birth and/or NABP ID number. It is strongly recommended that you check your profile in the CPE Monitor to verify your participation in this program has been reported.

\*Your pharmacy license number, date of birth and NABP ID number are required to create an account in the URI CPD online registration and evaluation system in order to report participant data to the CPE Monitor. Pharmacy license numbers will not be used for any other purpose.