FSOP Procedure: Using Learning Express CE for Obtaining CE Credit – Live Activities

REGISTER FOR LIVE CPE ACTIVITY (can be done before or after live activity)
   a. If you have created an account before with us, please login.
   b. If this is your first time using FSOP’s Learning Express CE, you will need to create an account.
      i. When you create an account, be sure to include your NABP e-Profile ID and your date of birth (MM/DD) in your FSOP Learning Express CE profile.
2. Locate the live activity you plan to attend (or have attended) and click on the link.
   a. Events that are upcoming or within the 6 week time window to receive credit after the event will be listed under the “Upcoming” tab.
      i. Note: For programs that are accredited for both pharmacists and technicians, programs will be listed separately with a prefix of “PHARMACIST” or “TECHNICIAN.” Please make sure you register for the appropriate program and use the appropriate code for your designation.
3. Select your “Fee Type” from the drop down menu (if applicable), and then select the green “Register Now” button.
   a. If there is a charge for the activity, Learning Express CE will prompt you to provide payment information.
   b. Once paid, or if there is no charge (e.g., no charge to BCPA members for BCPA CE), select the green “Register” button.

COMPLETE POST-TEST AND ACTIVITY EVALUATION (must be done after activity)
1. Locate the live activity you attended and select the green “Take the Test” button.
   a. Enter the Access Code (given by presenter at the end of the live activity) into the pop-up box.
2. Complete the activity post-test.
   a. Participants must receive 70% or greater on the post-test to access the evaluation form.
   b. A post-test may be retaken as many times as needed.
3. After successful completion of the post-test, select the green “Complete Evaluation” button.
   a. Completion of activity evaluation is required to receive CPE credit.
4. After completing the evaluation, click the green “Submit” button.
5. If you would like a certificate of completion, please select “View/Print CE Credit” from the home page.
   a. You may also view your CE credit on at NABP’s CPE Monitor website (https://nabp.pharmacy/cpe-monitor-service/).

Want to access FSOP’s Learning Express CE website on a mobile device? Scan QR code below.