

## **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)**

1. Go to the FSOP Learning Express CE website: <https://uiwfsop.learningexpressce.com/>.
  - 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. If you are registering before the event has occurred, it will be under the "Upcoming" tab.
  - b. If you are registering after the event has occurred, it will be under the "Past" 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.

Live Online

Sort by Topic or Type ▼ Go

Upcoming | Past

Programs	Date	Hours	Flyer
No Records Found.			

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, select the green "Register" button.

### **COMPLETE POST-TEST AND ACTIVITY EVALUATION (must be done after activity)**

1. Go to the FSOP Learning Express CE website: <https://uiwfsop.learningexpressce.com/>.
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.**



**Last Updated:** October 20, 2018