

## Obtain your new NABP e-Profile ID

1. Go to [www.MYCPEmonitor.net](http://www.MYCPEmonitor.net).
2. Within the Section, CPE Monitor Service, you will see a link called **“Set up your NABP e-Profile to obtain your ID”** indicated by the red arrow below.

The screenshot shows the NABP website header with the logo and navigation menu. The main content area is titled "CPE Monitor Service" and includes a description of the service, a "Get an Early Start!" section, and a link to "Set up your NABP e-Profile to obtain your ID". A red arrow points to this link. The right sidebar contains "Recent News" and "Need Information on SSNs?" sections.

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HOME | ABOUT | **PROGRAMS** | PUBLICATIONS | NEWSROOM | MEETINGS | CONTACT

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**PROGRAMS**

- CPE MONITOR
  - CPE Monitor Service**
  - CPE Monitor Log In
  - Pharmacists
  - Technicians
  - FAQs
- EXAMINATION
  - NAPLEX
  - MPJE
  - FPGEC
  - FPGEE
  - Pre-NAPLEX
  - Pre-FPGEE
- LICENSURE
  - Licensure Transfer
  - NABP Clearinghouse
- ACCREDITATION
  - DMEPOS
  - VAWD
  - VIPPS
  - Vet-VIPPS

**CPE Monitor Service**

CPE Monitor is a national, collaborative effort by NABP and the Accreditation Council for Pharmacy Education (ACPE) 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.

This initiative will streamline processes for pharmacy practitioners to ensure they are maintaining professional competency requirements. CPE Monitor is expected to save pharmacists, pharmacy technicians, state boards of pharmacy, and CPE providers time and money.

**Get an Early Start!**

To prepare for the new process, pharmacists and technicians are encouraged to obtain their NABP e-Profile ID now to ensure their e-Profile is properly setup. In the latter part of 2011, the e-Profile ID will be required to receive credit for anyCPE activities taken from ACPE-accredited providers.

**Set up your NABP e-Profile to obtain your ID**

When you click on the link above you will be brought to a secure Web page. A secure or encrypted Web site address begins with HTTPS rather than HTTP, and often includes an icon in the browser such as a

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**SIGN UP TO RECEIVE NABP E-NEWS**

**Recent News** RSS

- FDA Guidance Document Describes Enforcement Priorities for Unapproved New Drugs
- FDA Conducts Preliminary Review of Supply Chain Vulnerabilities Related to Diversion, Counterfeits, and Substandard Products
- CDC Advises Influenza Vaccination for Everyone 6 Months and Older
- OTC Asthma Inhalers Containing CFCs Phased Out By Year End, Prescription Needed for Replacement Products
- NABP Legal Briefs: Hey Mabel, Another Generic Label

**MORE NEWSROOM HEADLINES »**

**Need Information on SSNs?**

**DOWNLOAD THE FLYER (PDF) »**

3. If you already created an account, you will need to enter your e-Profile username (e-mail address) and password, **OR**, if you have not created an e-Profile, click on New User Registration at the bottom right. If you forgot your password, please click on the “forgot password” link to have your password e-mailed to you.

\* Indicates required field.

If you have previously registered as a user for any of the services listed below, log in with the same User Name and Password you created at that time to access the service you are currently seeking:

- NAPLEX, NAPLEX Score Transfer, or MPJE (if you registered after March 27, 2011)
- CPE Monitor
- NABP publication or subscription (Survey of Pharmacy Law, NABP Newsletter, or State Newsletter)

Or, click on the New User Registration link to create a new profile if you have not previously registered for an NABP service.

\* User Name:

Your e-mail address is your User Name.

\* Password:

Login

[Forgot Password?](#)      [New User Registration](#)

4. After clicking the New User Registration, fill in First Name, Last Name, Gender, Pharmacy Role, Social Security Number (must reenter to verify), Date of Birth (must reenter to verify), and E-mail address (must reenter to verify).
5. Decide what your password will be and enter it in the space provided (must reenter to verify). Passwords must have at least one letter and one number and be at least 6 characters in length.
6. Click the continue button to proceed to the next page.
7. Fill out your address & contact information.
8. Click the continue button to proceed to the next page.
9. Select one security question from each of the drop down menus and provide the answer to those questions in the blanks provided. Be sure to remember what your response was (including any capitalizations used). These questions will be used to authenticate you when calling NABP Customer Service.
10. Click the continue button to proceed to the next page.
11. In order to proceed, read the Terms provided and click both boxes that authorize NABP to collect and report your CPE data.

12. Click the continue button to proceed to the next page.

**FOR PHARMACISTS**

13. Enter your pharmacy license number, state of license, and the expiration date for your license in the spaces provided. If you do not know this information, navigate to your State Board of Pharmacy page and perform a search for your information.

14. Click the Submit button to proceed to the next page and add other state pharmacy licenses.

15. If you are licensed in more than one state, click the Add button to enter other state pharmacy licenses.

16. Enter your pharmacy license number, state of license, and the expiration date for your license in the spaces provided. If you do not know this information, navigate to your State Board of Pharmacy page and perform a search for your information.

17. Click the Submit button to go back to the summary chart page.

18. Repeat steps 15-17 until all pharmacy licenses have been entered.

19. Assure your personal information, address, and phone number are correct by clicking the links in the User box on the left side of the screen.

20. For new users, confirm the registration submission by checking the inbox of your email address of record.

For questions regarding NABP e-Profile ID 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 8:45 AM and 5 PM central time.

## FOR TECHNICIANS

13. You will see several fields where you can enter information. To add a certification number, click the “Add” button. (The example below is from an existing record so the pencil icon is showing where the “Add” button would be located.)

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Profile Logout Help

User

- Professional Information
- Personal Information/Reset Password
- Address Book

**Professional Information**

**License Information**

License Number	State of License	Expiration Date	Update
			Add

**Registration Information**

Registration Number	State of Registration	Expiration Date	Update
			Add

**Certification Information**

Certification Number	Certifying Authority	Expiration Date	Update

Enter information for at least one pharmacy license or one technician license/registration/certification to complete your CPE Monitor registration. Additional credentials may be entered by clicking the Add button. You may add or update licenses/registrations/certifications at any time by logging into your CPE Monitor account. Your NABP e-Profile ID will be e-mailed to you after you complete the online registration form. Or, you may find your e-Profile ID in the Profile section of your account.

14. Enter your pharmacy technician certification number, accrediting organization (example: PTCB), and the expiration date for your certification in the spaces provided. If you do not know this information, navigate to your accrediting organization page and perform a search for your information.
15. Click the Submit button to return to your Professional Information summary chart. From here you can add State Registrations, if applicable. To enter a State Registration number, click the “Add” button.
16. Assure your personal information, address, and phone number are correct by clicking the links in the User box on the left side of the screen.
17. For new users, confirm the registration submission by checking the inbox of your email address of record.

For questions regarding NABP e-Profile ID 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 8:45 AM and 5 PM central time.