



## HOW TO UPLOAD an Individual CE or a CE Transcript

1. If you are submitting a transcript for review, circle or highlight all CE activities on the transcript that are specifically related to specialty pharmacy. *Please note: We cannot accept transcripts if specialty pharmacy CEs are not highlighted.*
2. In your online application or recertification application form, scroll to the “Continuing Education (CE)” section and click “Add Activity.”
3. In the “Select Activity for Continuing Education (CE) pop-up box, scroll down to (or search for) “Upload Transcript for Review” (to upload a transcript) or “Individual CE for Review” (to upload an individual CE) and click the “+Select” button.
4. Complete the CE activity form with the following information:
  - a. Course Title (for a Transcript insert “see attached transcript”)
  - b. Learning Objectives: Include brief summaries if not evident from course names.
  - c. ACPE Number (for a Transcript insert “See attached transcript”)
  - d. Completion Date: Enter the completion date of your CE if submitting an individual CE for review or if submitting a transcript, choose the date of the oldest CE activity that you are requesting credit for.
  - e. Contact Hours: Enter the total number of credit hours for the individual course if submitting an individual CE or enter the total number of credit hours from the transcript that are directly related to specialty pharmacy practice.
  - f. Proof of Completion: Upload the proof of an individually completed CE or if submitting a transcript for review, upload a full CE transcript.
5. Click “Submit for Review”