Uploading a 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.* You may use a PDF highlighting program to highlight your transcript, star or circle, etc.

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" and click the "+Select" button.

4. Complete the CE activity form with the following information:

   - **Course Title:** See Attached Transcript
   - **Learning Objectives:** See Attached Transcript
   - **ACPE Number:** See Attached Transcript
   - **Completion Date:** Choose the date of the oldest CE activity on your transcript that you are requesting credit for, this date cannot be more than two (2) years prior to the date of application submission.
   - **Contact Hours:** Enter the total number of credit hours from the transcript that are directly related to specialty pharmacy practice.
   - **Proof of Completion:** Upload the transcript for review in PDF form.

5. Click "Submit for Review" to save transcript/CE activity.

Uploading an Individual CE

1. In your online application or recertification application form, scroll to the "Continuing Education (CE)" section and click "Add Activity."

2. In the "Select Activity for Continuing Education (CE) pop-up box, scroll down to (or search for) "Individual CE for Review" and click the "+Select" button.

3. Complete the CE activity form with the following information:

   - **Course Title:** Insert Course Name.
   - **Learning Objectives:** Include brief summaries, if not evident from course names.
   - **ACPE Number:** Insert ACPE Number for Course.
   - **Completion Date:** Enter the completion date of your CE.
   - **Contact Hours:** Enter the total number of credit hours for the course.
   - **Proof of Completion:** Upload the proof of completion certificate for the individual CE.

4. Click "Submit for Review" to save CE activity.