

Instructions to Claim Continuing Pharmacy Education Credit

Immunizations for Pediatric Patients

To be compliant with ACPE requirements and ensure reporting of credits to the CPE Monitor, please complete the process below before the expiration date of each home study.

Credit claimed greater than the expiration date will be automatically rejected by the CPE Monitor per [NABP policy](#).

1. **Visit our website:** <https://cop.sc.learningexpressce.com>.
2. **Login to our website:**
 - If you have attended a program accredited by the USC COP: Select "Login" in the top right corner of the webpage. **Your username is your email address.** If you cannot remember your password, click "Forgot Password?" If this does not work, or if you forgot which email is associated with your account, please contact us directly.
 - If you have not attended a prior program accredited by the USC COP: Click "Create an Account" in the top right corner of the webpage. Once you have created your account, you will be logged in.
3. Click on the **"Complete Test/Evaluation"** tab on the top left side of the page. The "Programs and Pending CE" page will display.
4. At the bottom of the page is a gray bar which states "To access a private program, enter the registration code here." **Enter the registration code** given at the conclusion of the program and written at the top of this page, then click "Register" (pressing enter won't work.)
5. The program details will display. Scroll down and click on the green **"Register Now"** button at the bottom.
6. **Confirm your personal information** – especially your NABP E-ID and month/day of birth. Click on the blue "Register" button at the bottom.
7. The program details page will display. **Scroll to the bottom of the page** where the sessions are listed.
8. Click on the **"Complete Evaluation"** button for the first session attended and enter the evaluation access code provided by the speaker at the end of the session and written to the right of this instruction.
9. The evaluation questions will appear on screen. Answer the questions and click the **"Submit"** button at the bottom of the page.
10. Complete this process for each session attended.

Session	Evaluation Access Code
Module 1:	
Module 2:	
Module 3:	
Module 4:	
Module 5:	
Module 6:	

After each evaluation is completed the credit will automatically be reported to the CPE Monitor if you have completed this process before the expiration date and have provided the correct e-Profile ID and month/day of birth. Individual credit statements or transcripts may be printed from your NABP e-profile.
