



## Continuing Education Frequently Asked Questions

Register for ThoughtSpot Live to access a library of more than 30 on-demand CE sessions, plus a selection of live CE webinars that will be scheduled throughout the summer and early fall!

### **How do I access the ThoughtSpot CE offering?**

The ThoughtSpot CE offering is accessible through ThoughtSpot Live starting July 27, 2021. Registration for ThoughtSpot Live is required to access CEs. [Click here](#) for registration instructions. Once you're logged in to ThoughtSpot Live, click on the Continuing Education tab. Starting July 27<sup>th</sup> you'll be able to click on the ThoughtSpot CE Portal, brought to you by NCPA. You will be asked to either create a free account or enter your NCPA login credentials. If you create a free account and get prompted to become an NCPA member, simply navigate back to the CE Portal login page and enter the credentials you created. You do NOT need to become an NCPA member to access CEs.

### **Can I still register for ThoughtSpot Live?**

Yes! [Click here](#) for registration instructions.

### **Who can take CE sessions?**

You must be registered for ThoughtSpot Live to access the CE offering. All CE sessions are accredited for pharmacists and pharmacy technicians, but anyone who is registered for ThoughtSpot Live is welcome to take these courses.

### **I have several people at my store who want to take CE sessions. Do we each need to register for ThoughtSpot Live separately?**

Yes! Each person who wants to experience ThoughtSpot Live (and the included CE offerings) should register separately.

### **I logged in to the CE Portal but none of the courses are loading. What should I do?**

Use the Google Chrome web browser to access the CE Portal. We also recommend clearing your cache and browser history and then reloading the pages.

### **How do I take CEs On-Demand?**

To take CEs on-demand, log in to the ThoughtSpot CE Portal (via ThoughtSpot Live) and click on "CEs On-Demand" on the home page, or click on "CE ON-DEMAND" on the top right banner of the portal. Scroll through and view the on-demand offering and click the "More Info" button for full program information. Once on the page, click the "Enroll" button to enroll in the course.

Once enrolled in a course, scroll down to complete the pre-test, watch the associated videos, complete a final assessment with a passing score of at least 70%, and finish a feedback survey. Once all requirements for a



# ThoughtSpot

CE are completed, NCPA will automatically submit your credit. To view your progress on each CE and go back to courses you've enrolled in, click "MY DASHBOARD" on the top right banner of the ThoughtSpot CE Portal. To confirm you have successfully completed the course, click on "MY DASHBOARD" at the top of the ThoughtSpot CE Portal and click on the "Completed" tab. If the course doesn't show up here, go back to the "Active" tab, click on "Details", and scroll down to see what else needs to be completed. Remember that you must take the Feedback survey for EACH course for it to show up on the "Completed" tab.

## What about live CEs?

There will be five live CE webinars scheduled throughout the summer and early fall. Sign-ups are required and space is limited! Sign up and view course descriptions through ThoughtSpot Live. Attendees will receive live CE credit for these courses.

### Live CE Webinar Schedule:

Tuesday, August 3, 2021	2 - 3:30pm ET:	Navigating Pharmacy Audits Amidst a Pandemic
Tuesday, August 17, 2021	2 - 3:00pm ET:	Motivate to Elevate – Encouraging Growth Amongst Your Staff
Tuesday, August 31, 2021	2 - 3:00pm ET:	Law and Advocacy Update: The Issues Impacting Your Business
Tuesday, September 14, 2021	2 - 3:00pm ET:	Top Ten Learnings from the COVID-19 Public Health Emergency
Tuesday, September 28, 2021	2 - 3:00pm ET:	2021 New Drug Review

*\*Dates/times are subject to change. View the latest Live CE Webinar Schedule on or after July 27<sup>th</sup> through the ThoughtSpot CE portal*

## What if I can't attend one of the live CE webinars?

No problem! Live CE webinars will be recorded and made available on-demand shortly after the live webinar takes place. If you attend the live webinar and claim credit, you are NOT eligible for credit for the on-demand home study version.

## How do I claim my CE Credits?

Confirm that your NABP E-Profile Number and date of birth are linked to your NCPA profile on the CE Portal. To do this, log in to the ThoughtSpot CE Portal and click on the settings icon in the top right corner of the screen, then click "My Profile". From here you can scroll down to confirm that your NABP E-profile number and date of birth are correctly documented. If you are a non-pharmacist or non-pharmacy technician participating in the courses, please enter six zeros (000000) in this field.

- **For CEs On-Demand:**

You will claim your CE credits directly in the ThoughtSpot CE Portal. Once enrolled in a course, complete the pre-test, watch the associated videos, complete a final assessment with a passing score of at least 70%, and finish a feedback survey. To confirm you have successfully completed the course, click on "MY DASHBOARD" at the top of the ThoughtSpot CE Portal and click on the "Completed" tab. If the course doesn't show up here, go back to the "Active" tab, click on "Details", and scroll down to see what else needs to be completed. Remember that you must take the Feedback survey for EACH course for it to show



# ThoughtSpot

up on the “Completed” tab. Once all requirements for a CE are completed, NCPA will submit your credit to CPE Monitor. Your credits should be reflected on CPE Monitor within 2 weeks of completing the course.

- **For Live Webinar CE Webinars:**

During the live webinar, you will be provided an attendance code. After the program concludes, return to that specific CE activity page on the ThoughtSpot CE Portal, scroll down and click “attendance”, enter the attendance code, and complete the feedback survey. You must enter the attendance code and complete the feedback survey within 28 days of the live webinar to receive credit. Once all requirements for a CE are completed, NCPA will submit your credit to CPE Monitor. Your credits should be reflected on CPE Monitor within 2 weeks of completing the course. Please contact the NCPA Education team by filling the [Education Contact Form](#) to claim credit after 60 days. You may be subject to a \$200 late fee for NCPA to submit your credits to NABP. Per ACPE guidelines, you are not eligible to claim credit for a live CE after 6 months.

## How many CE credits can I earn?

- **For CEs On-Demand:** Credit hours for on-demand sessions are home-study (not live) and the number of credits varies by course. Length of sessions vary from 30, 45, 60, or 90 minutes. In total there is an opportunity to earn up to 29.75 hours of home-study CE. Credit hours for each session are listed on the ThoughtSpot CE portal under the course descriptions.
- **For Live CE Webinars:** We have scheduled 5 live CE webinars for which attendees will receive LIVE CE credits. The schedule is listed in the FAQ above and the length of each session is indicated. After each live program takes place, it will be posted as an on-demand session that can be taken for home study credit.  
\*NOTE: If you attend a live webinar and claim credit, you are NOT eligible to earn credit for the on-demand home study version of that course.

## Can I download the slides for the Live CE Webinars and CEs On-Demand?

Yes! In the ThoughtSpot CE portal, go to the CE page and scroll to the bottom of the page where the references are located. There you will be able to open and download any documents associated with that CE.

## How long will the ThoughtSpot CE Portal be active?

The ThoughtSpot CE portal will be active starting July 27, 2021 and remain open through December 31, 2021.

## I forgot my NCPA username, or I’m having issues logging in to the ThoughtSpot CE Portal. What should I do?

If you already have an NCPA username, it is the email address associated with your NCPA account. If you can’t remember your username or password, click “Forgot Username” or “Forgot Password” on the ThoughtSpot CE Portal Login page. If you need assistance remembering your NCPA username, please contact the NCPA Education team by filling the [Education Contact Form](#).

## What is my NABP (e-Profile ID) number?

An NABP e-Profile ID is generated when a pharmacist or pharmacy technician creates an e-Profile at [www.nabp.net](http://www.nabp.net) and is required to claim CE credits. Your e-Profile ID contains 4-10 numbers and is not your state license ID, NPI number, social security number, employee ID or phone number. If you need to create or look up your e-Profile ID, go to <https://nabp.pharmacy/cpe-monitor-service/>. To ensure credits are accurately submitted, confirm that your NABP E-Profile Number and date of birth are linked to your NCPA profile on the CE Portal. To do this, log in to the ThoughtSpot CE Portal and click on the settings icon in the top



# ThoughtSpot

right corner of the screen, then click “My Profile”. From here you can scroll down to confirm that your NABP E-profile number and date of birth are correctly documented. If you are a non-pharmacist or non-pharmacy technician participating in the courses, please enter six zeros (000000) in this field.

## **My question wasn't answered here. Who can I contact?**

Questions about **Continuing Education** should be submitted to the NCPA Education Team using the [Education Contact Form](#). For all other non-CE related questions, contact [ThoughtSpot@amerisourcebergen.com](mailto:ThoughtSpot@amerisourcebergen.com).



The National Community Pharmacists Association is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education. The activities referenced above are eligible for ACPE credit. Details and full program information can be found on the ThoughtSpot CE Portal.