



# ThoughtSpot

## Continuing Education Instructions & FAQs

Access exclusive on-demand CE offerings and claim Live CE credits all through the ThoughtSpot CE portal, brought to you by NCPA. On-demand CE sessions will be available beginning the week of July 25<sup>th</sup> through December 31st, 2022.

### Credit for CEs taken live at ThoughtSpot must be claimed by August 22nd

**Note: You or someone in your pharmacy must have attended ThoughtSpot in person to access the CE portal and sessions**

#### Table of contents

- [Access the ThoughtSpot CE portal](#)
- [Access exclusive on-demand CE sessions](#)
- [Claim credit for LIVE CE sessions and CPR sessions attended at ThoughtSpot](#)
- [Claim credit for the NASPA Pharmacy-Based Point-of-Care Test & Treat National Certificate Program](#)
- [Frequently Asked Questions](#)

#### Access the ThoughtSpot CE portal:

- Using Google Chrome as your browser, log in to ABLive (<https://amerisourcebergenlive.com/>) with the password and instructions you received via email. Instructions were sent to the email you used to register for ThoughtSpot
- Click “Continuing Education”, then click “Access CE portal”, brought to you by NCPA
- You will be asked to enter your NCPA login credentials (username is your email address) or create a free account. If you claimed CE for ThoughtSpot 2020 or 2021, you have an NCPA account and do not need to create a new account.
- If you do not have an NCPA-associated email and created a new account, simply navigate back to the CE Portal login page and login using the credentials you created. You do NOT need to become an NCPA member to access the CE portal. You will be prompted to enter more information, including Date of Birth and NABP number, which are required for your CE credits to be reported to ACPE.

#### To access exclusive on-demand CE sessions:

- Log in to the ThoughtSpot CE portal using the instructions [above](#)
- Click on “Access On-Demand CE” on the home page or click on “CE ON-DEMAND” on the top right banner of the portal. Click the “More Info” button to view full program information. Then click “Enroll” to complete all course requirements, including a pretest, video, and final assessment.
- You must pass the Final Assessment with a score of at least 70%, and then you will be asked to complete a feedback survey. Once all requirements for a session are completed, NCPA will automatically submit your CE credits.
- 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.

#### To claim credit for LIVE CE sessions, (including CPR) attended at ThoughtSpot:

*Credit must be claimed by August 22<sup>nd</sup>. To claim credit for the NASPA point-of-care course, see next section below.*

- Log in to the ThoughtSpot CE portal using the instructions [above](#)
- Confirm that your NABP E-Profile Number and date of birth are linked to your NCPA profile. To do this, click on the settings icon in the top right corner, then click “My Profile” and scroll down and confirm that your DOB and NABP# are



The National Community Pharmacists Association is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education. The activities referenced are eligible for ACPE credit. [Click here](#) for full program details.



# ThoughtSpot

correctly documented. If they are not showing or are incorrect, select MODIFY in the middle of the page to update this information and be sure to Save Changes.

- Click on LIVE CEs on the home page. Make sure you're navigating to the **LIVE** CE activity page, and **not** the on-demand CE activity page. If you claim credit for a LIVE CE session, you will not be able to claim credit for the On-Demand version of that session, and vice versa.
- Locate the CE session you attended and click More Info. Click on **Attendance** on the right side of the page, enter the Attendance Code provided during the live session, and click Check Attendance Code to submit
- After entering the attendance code, complete the **feedback questionnaire**.
- NCPA will submit your credit to CPE Monitor and should be reflected within 4 weeks of claiming credit.

## To claim credit for the NASPA point-of-care certificate programs:

- At the completion of the live session and skills assessment, your instructor will provide an attendance code. You must return to the online learning platform, LecturePanda, enter the attendance code when prompted, and complete the final overall course evaluation. Once this piece is complete, a toolkit will be unlocked for your reference and your certificate will be generated. Additionally, if you are a pharmacist receiving CPE credit, your information will automatically be sent to CPEDonitor for processing.

## Frequently Asked Questions:

- **How do I access the ThoughtSpot CE portal?**  
Pharmacies who attended ThoughtSpot will receive the link and instructions for accessing the ThoughtSpot CE portal through [ABLIVE](#), where you can claim live CE credits and access on-demand CE sessions. These instructions will be sent to the email address that you used to register for ThoughtSpot.
- **Who can access the ThoughtSpot CE portal?**  
You or someone in your pharmacy **must have attended ThoughtSpot in person to access the on-demand CE offering**. All CE sessions are accredited for pharmacists and pharmacy technicians, but anyone whose pharmacy attended ThoughtSpot is welcome to take these courses.
- **Are there on-demand versions of the CE sessions that were offered at ThoughtSpot?**  
Yes! Our speakers created and recorded on-demand home study versions of the sessions that were offered in person. There will also be exclusive on-demand-only CE sessions that were not available at the live event. Note that if you attended the live CE session and claim credit, you are NOT eligible to claim credit for the on-demand version of the live session. The CPR and NASPA Point-of-Care programs will not be offered on-demand.
- **How long will the ThoughtSpot CE Portal be active?**  
The ThoughtSpot CE portal will be active through December 31, 2022. Note that the deadline for claiming credits for CEs attended in-person is August 22<sup>nd</sup>, 2022.
- **I missed the August 22<sup>nd</sup> deadline for claiming live CE credits. What should I do?**  
To claim credit after this deadline has passed, fill out the [Education Contact Form](#). You will be subject to a \$200 late fee for NCPA to submit your credits after this deadline. Per ACPE guidelines, you are not eligible to claim credit for a live CE after 6 months.
- **How many CE sessions are available?**  
Twelve 90-minute live CE sessions were offered in-person at ThoughtSpot. These sessions are also available as on-demand CEs. An additional 12-15 CE sessions are also available as on-demand only.



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# ThoughtSpot

- **Can I get CE credit for the on-demand version of a CE session that I took in person?**

No. If you attended the live CE session and claim credit, you are NOT eligible for credit for the on-demand home study version as well. When claiming live CE credit, be sure to claim credit on the LIVE activity page and not the on-demand activity page.

- **How do I download CE session slides?**

In the ThoughtSpot CE portal, click Slides & Resources in the menu at the top right of the page. Click on the session name to download the slides. Any resources associated with the session will be available for download as well. Click on the name of the Resource to download it.

- **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. If this does not work, try opening a new Incognito Window by clicking on the 3 horizontal dots all the way to the right of the URL address bar of your Chrome browser.

- **Do I need to be an NCPA member to access the ThoughtSpot CE portal?**

No. When you navigate to the CE portal through ABLive, 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.

- **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 an 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 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** that aren't answered in this document 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).



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