

INDIVIDUAL CONTINUING PHARMACY EDUCATION (CPE) PROGRAM APPROVAL REQUEST FORM

Instructions on completing and submitting this form are on the back of this page.

Title of Program: _____

Date(s) of Program: _____

Location: _____ #CE hours Requested: _____

Type of Activity: *(Please Check One)*

- Interactive computer program (CD-ROM or Online)
- Live program, presenters and attendees on site
- Live audio-only (telephone) hook-up
- Group video viewing

Please attach the following **required information**:

1. A description of the subject matter covered in the course. For longer programs, provide a description of the content of each section.
2. Identification of all presenters by name and qualification.
3. An agenda.
4. Proof of attendance and/or copy of your certificate

Submitted by: *(Please Print)*: _____ Date: _____

Address: _____

Phone Number: _____ E-mail address: _____

“Through my signature, I am verifying that I attended this program for the amount of time for which continuing education has been requested.”

(Signature of person submitting form)

FOR OFFICE USE ONLY

DATE RECEIVED _____ ID# _____
ACTION TAKEN _____ APPROVED BY _____ DATE _____

INDIVIDUAL CPE PROGRAM GUIDELINES

Continuing education programs that organizations cosponsor with the North Carolina Association of Pharmacists (NCAP), the University of North Carolina at Chapel Hill (UNC-CH) School of Pharmacy, Campbell University School of Pharmacy, Wingate University School of Pharmacy, or High Point University School of Pharmacy, are acceptable to the North Carolina Board of Pharmacy for pharmacist relicensure. These CPE programs do not need to be reviewed through the CPE Program approval process.

CPE Programs Sponsored by Regional Pharmacy Associations/Societies, other Organizations, or an Individual

The North Carolina Board of Pharmacy will accept for pharmacist relicensure those CPE programs approved by NCAP. CPE programs, which have been independently planned by any entity, may be submitted to NCAP for approval. Oversight of NCAP's CPE approval process will rest with a Continuing Pharmacy Education Review Panel. The Panel is comprised of the Continuing Education Directors from the UNC-CH School of Pharmacy, Campbell University School of Pharmacy, Wingate University School of Pharmacy, and two members of the NCAP Education and Program Committee. The Panel will be available to assist NCAP in determining approvability of programs and will serve as an appeal option for individuals who's requested programs were not approved. Only programs designed to improve a pharmacist's ability to deliver pharmaceutical services should be submitted to NCAP. Individuals seeking approval must complete the CPE Program Approval Request Form (other side of this page) as outlined below:

CPE Program Approval Request Form must be completed and submitted along with a check for **\$10.00 per credit hour for Non-Members** for administrative fees made payable to the "NCAP". This service is **free to NCAP Members**.

A decision on approval should be expected 30 days after receipt of application. Individuals have up to 90 days after attending a program to apply for CPE approval.

Mail or fax the completed form and payment to:

**CPE/ NCAP
Brighton Hall
1101 Slater Road
Durham, NC 27703
Fax# (984) 439-1649**

If faxing the Form to NCAP, please call (949) 439-1646 to verify that it was received.

II. Within 30 days of receipt of the Approval Request Form, NCAP will notify the applicant of its action (approval or denial).

III. Proof of CPE Approval as required by the NC Board of Pharmacy will be mailed to applicant and will contain the CPE number required for electronic submission to the NC Board of Pharmacy Electronic CPE tracking system.

IV. NCAP will maintain records on all programs for three (3) years.