



NABP
National Association of
Boards of Pharmacy
www.nabp.pharmacy

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Mount Prospect, IL 60056
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Instructions for Completing the Non-United States Pharmacist Waiver and Release Form

Thank you for your interest in registering for CPE Monitor[®]. This document provides instructions for individuals obtaining an e-Profile ID from the National Association of Boards of Pharmacy[®] (NABP[®]) for purposes of registering or completing continuing pharmacy education (CPE) courses offered by providers accredited by the Accreditation Council for Pharmacy Education (ACPE). This process is intended for those individuals who declare they are not subject to pharmacy regulation in the United States and do not hold a pharmacist, pharmacy technician, pharmacy intern, or other pharmacy professional license or registration issued by any state or jurisdiction of the US and, presently, do not intend to become subject to such regulatory oversight in the future. Please note that NABP will accommodate your request to obtain an e-Profile ID to facilitate your participation in CPE courses and will maintain this information in its systems for administrative and historical purposes. However, you may not use your e-Profile ID or CPE information for any regulatory or licensure-related purpose within the US, and NABP assumes no responsibility or liability in conjunction with its provision of the e-Profile ID, CPE Monitor services, or maintenance of CPE-related information on your behalf.

NABP e-Profile Creation

In order to facilitate the creation of an NABP e-Profile ID and utilize the features of the online system, you must complete the attached waiver and return it to the Association via facsimile, e-mail, or mail. Once NABP has received the completed waiver, Customer Service staff will create your e-Profile, which contains your e-Profile ID number, and you may then continue with the CPE Monitor registration.

You will be notified of your e-Profile creation via two e-mails. The first e-mail will notify you of your username for login purposes. The second e-mail will provide your default password, and will prompt you to change your password to one that is secure. After following the Change Password instructions, you will be able to log in to your e-Profile account with your username and your new password. Upon logging in for the first time, you will be prompted to enter your contact information and create security questions for your account, which will be used to identify you for purposes of customer support in the future.

Completing the CPE Monitor Registration Process

To complete your CPE Monitor registration, click on "License or Certification" under the Personal Information section in the left navigation. At this time, you will be asked to choose your profession. Please select "Other" from the drop-down menu. This will enable you to proceed without entering any license information. Currently, NABP only collects US pharmacy license information.

Accessing and Using Your e-Profile ID

As a registered user, you will be provided with your NABP e-Profile ID number, which you will need when registering or submitting a request for CPE credit offered by ACPE-accredited CPE providers. Your e-Profile ID will be viewable in the top right corner of the screen after you log in. Your e-Profile ID number will also be viewable in the Personal Information section of your account. You may view and print CPE statements of credit for activities submitted through ACPE-accredited CPE providers in the CPE Monitor section of your e-Profile account. Please note that CPE providers have 60 days to submit CPE activity through the CPE Monitor system.

If at any time after your account is created you become subject to or seek to become licensed or registered as a pharmacist, pharmacy technician, pharmacy intern, or the like in any state of the US, please contact us, as additional e-Profile requirements will then become applicable. The Customer Service Department is available via e-mail at help@nabp.pharmacy or via phone at 847/391-4406, Monday through Friday, 9 AM to 5 PM CST.



The National Association of Boards of Pharmacy®

1600 Feehanville Drive
Mount Prospect, IL 60056-6014

* Indicates a Required Field. Please Print.

Personal Information													
Prefix:	<input type="radio"/> Dr	<input type="radio"/> Miss	<input type="radio"/> Mr	<input type="radio"/> Mrs	<input type="radio"/> Ms	<input type="radio"/> Sir	* Gender:	<input type="radio"/> Male	<input type="radio"/> Female				
* First Name:							* Date of Birth:	MM / DD / YYYY					
Middle Name:							Maiden Name:						
* Last Name:							Suffix:	<input type="radio"/> Jr	<input type="radio"/> Sr	<input type="radio"/> II	<input type="radio"/> III	<input type="radio"/> IV	<input type="radio"/> V

Contact Information			Your E-mail Address is Your User Name
* Address Type:	<input type="radio"/> Home	<input type="radio"/> Business	* E-mail Address:
* Address Line 1:			* Primary Phone Number: () -
Address Line 2:			Alternate Phone Number: () -
* City:			Fax Phone Number: () -
* State:	* Zip:	* Country: <input type="radio"/> USA	<input type="radio"/> Other: PLEASE SPECIFY

Non-United States Pharmacist Waiver and Release Form of the National Association of Boards of Pharmacy

I wish to apply for a National Association of Boards of Pharmacy® (NABP®) e-Profile ID number for purposes of registering or completing continuing pharmacy education (CPE) courses offered by providers accredited by the Accreditation Council for Pharmacy Education (ACPE). The e-Profile ID is required to ensure proper reporting of CPE information for persons subject to pharmacy regulation within the United States; however, I declare that I am not subject to and I do not currently plan to become subject to pharmacy regulation in the United States and, further, I do not hold a pharmacist, pharmacy technician, pharmacy intern, or other pharmacy professional license or registration issued by any state in the United States.

NABP is willing to provide me an e-Profile ID number for my convenience upon completion, submission, and processing of this Waiver Form.

I understand that because I declared that I am not currently subject to United States pharmacy regulatory requirements, some of the services offered under the CPE Monitor service may not be applicable and/or offered to me even if I am issued an e-Profile ID number. I waive and forever release any obligation or liability of NABP, its employees, staff, officers, directors, and affiliates in connection with the e-Profile ID number, CPE information, and CPE Monitor services that may be issued, maintained, or provided to me.

I further understand and agree to notify NABP immediately upon becoming subject to, pharmacy regulatory requirements in the United States, as additional requirements, including CPE Monitor service requirements, will apply to me at that time.

I understand that this waiver and release was made under applicable US federal and state law.

I acknowledge that NABP will not provide the e-Profile ID number unless I document my agreement with the terms and conditions of this Waiver by signing below.

I certify that the information that I provided and declared in this waiver and release form is true, accurate, and complete. It is my responsibility to notify NABP of any changes in the information provided

<input type="radio"/>	Yes, I agree with the terms and conditions of this Waiver and Release of the National Association of Boards of Pharmacy (NABP).
Signature _____	
Name _____ Date _____	

Return completed form to NABP via facsimile to 847-375-1114, or via e-mail to help@nabp.pharmacy.