2026 Edition

CONTINUING EDUCATION GUIDE

KENTUCKY BOARD OF PHARMACY

A helpful resource for understanding your Continuing Education responsibilities.



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TEAM KENTUCKY



Pharmacist

Continuing Education (CE) Audits

Continuing Education: Understanding Your Responsibilities Before License Renewal

Each year, the Kentucky Board of Pharmacy receives questions from pharmacists regarding continuing education (CE) requirements, CPE Monitor, and the Board's audit process. Many of these questions arise because pharmacists **mistakenly** believe that receiving a certificate of completion **automatically results** in CE credit being reported to NABP's CPE Monitor. *Unfortunately, that is not always the case.*

To help pharmacists remain compliant with **201 KAR 2:015**, the Board offers the following guidance.

Your Responsibility as a Licensee

Kentucky pharmacists are responsible for completing the continuing education requirements established in **201 KAR 2:015 BEFORE** renewing their license. At the time of renewal, pharmacists attest that they have satisfied all applicable continuing education requirements. It is important to **VERIFY** that your continuing education has been **properly documented BEFORE** submitting your Renewal Application.

Understanding CPE Monitor

For **ACPE-accredited** continuing education, receiving a certificate of completion **DOES NOT** necessarily mean that the credit has been **reported to CPE Monitor.**

After completing an ACPE-accredited activity, pharmacists **must also complete** any administrative requirements established by the provider, which may include:

- **Submitting the activity code;**
- **Completing the required evaluation;**
- **Verifying your NABP e-Profile ID and date of birth; and**
- **Completing any additional provider-specific requirements.**

ONLY AFTER these steps have been completed can the **provider report the credit to ACPE**. *ACPE then validates the information and transmits the completed credit to* ***NABP's CPE Monitor.***



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Providers have **60 days to report** completed continuing education to ACPE. If the required administrative steps are **NOT** completed within the provider's reporting window, **the credit may never be reported to CPE Monitor.** In those circumstances, **the Board CANNOT manually add the credit or direct NABP to do so.**

For this reason, **pharmacists should regularly review their CPE Monitor transcript** throughout the renewal cycle **rather than** waiting until license renewal or a Board audit.

****NOTE:** While **ACPE Topic #08** CE does meet the *Opioid Epidemic / Opioid Use Disorder* subject matter requirement, the Board realizes that there is CE outside of that Topic # that meets the requirement, thus Pharmacists are guided to use their **professional judgement** when fulfilling this CE requirement. *[CE can be searched by the ACPE Topic number on the ACPE & American Pharmacists Association websites.]*

Board-Approved Continuing Education

Courses that are **NOT ACPE** accredited, but *may have applicable pharmacy content*, can be submitted for approval from the Kentucky Board of Pharmacy.

To receive credit for Board-approved continuing education, **pharmacists must submit the required Board-approved CE application through the Kentucky Board of Pharmacy's Licensure Gateway upon completion of the program.** The Board's Continuing Education Advisory Committee will review the application and make a recommendation to the Board if it meets the criteria for approval. **Failure to submit the required application may result in the Board having no record of the completed continuing education during an audit.**

How the Board Conducts Continuing Education Audits

The Board verifies continuing education compliance using **TWO** sources:

- **NABP's CPE Monitor; and**
- **Board-approved continuing education applications submitted through the Licensure Gateway.**



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If the Board's records do not demonstrate **at least fifteen (15) hours** of continuing pharmacy education, the pharmacist will receive a **Continuing Education Audit Notification** and be given an opportunity to submit documentation before an investigative case is considered.

The audit notification is intended to provide pharmacists with a final opportunity to supplement the Board's records before the matter proceeds through the disciplinary process.

Best Practices to Avoid Audit Issues

To help ensure your continuing education is properly documented:

1. **Complete all provider-required steps after attending an ACPE-accredited CE program.**
2. **Verify that your ACPE credits appear in CPE Monitor well before renewing your license.**
3. **Submit Board-approved CE applications through the Licensure Gateway immediately after completing the program.**
4. **Maintain copies of all continuing education documentation for your records.**
5. **Review your continuing education transcript before submitting your license renewal application.**

****NOTE:** When accessing your **NABP CPE Monitor**, be sure to select 'Custom Dates' and **MANUALLY** enter the correct audit date range **(March 1 through February 28)** to match the CE Audit period. **DO NOT** rely on the pre-populated *"Within the Last Year"* date range, as it may not capture the appropriate CE Audit period.

Taking a few minutes to verify your continuing education throughout the year can help prevent unnecessary audit notifications and ensure a smooth renewal process.

The Kentucky Board of Pharmacy completes a **total audit** of Continuing Education for **ALL** of our licensed pharmacists **every year**. If you are found to be deficient, your license may be subject to **disciplinary action** from the Board.

For more information on the Continuing Education Audit, please direct **all questions and inquiries** to *Legal Assistant*, H Toncray: **pharmacy.board@ky.gov**