Rare Disease Day 2024

CE Credit Claiming Instructions *Must be completed by March 15, 2024*

Step 1: Log in to the CE Portal
- ☐ Go to https://ceportal.fda.gov/
- ☐ **FDA Employees** – sign in with single sign on
- ☐ **Non-FDA Participants**- sign in under **Non-FDA Login** if you have an existing account or select **Create Account** below the **Sign In** box
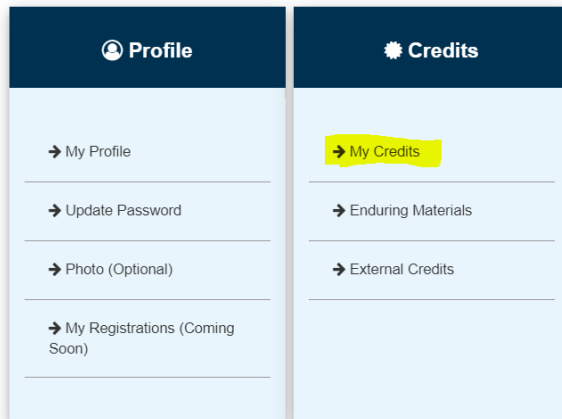

- ☐ **If you have not previously signed in, you will need to complete your profile before you can move on to the next step**

Step 2: Claim Credit
- ☐ Select **My Credits**

Dashboard

☐ Use the **Select Activity** dropdown menu to select **FDA Rare Disease Day 2024 – Fri, 3/1/24.**

☐ Once selected, click the button called "**List Sessions by Activity**"

Step 3: Attest Attendance

☐ Under the column on the right, **Claim Credit Option**, click **Add New** to indicate the sessions that you attended:

Action	Time	Title	Type	Claim Credit Option
Claim Credits	Fri, 3/1/24 9:00 AM - 9:15 AM EST	Rare Disease Day Overview	Live Session	☐ Add New
Claim Credits	Fri, 3/1/24 9:15 AM - 10:45 AM EST	Clinical Trial Foundations and Future Directions	Live Session	☐ Add New
Claim Credits	Fri, 3/1/24 11:00 AM - 12:30 PM EST	Navigating Information. Empowering Patients and Providers.	Live Session	☐ Add New
Claim Credits	Fri, 3/1/24 3:30 PM - 4:30 PM EST	FDA Initiatives	Live Session	☐ Add New

☐ For each session chosen, you will then be prompted to certify the hours that you were in attendance. Confirm the listed hours or use the drop down menu to select the number of hours that you actually attended for each session.

☐ Select **I Attest**, then **Submit**

Step 4: Complete Evaluations and Claim Credit

- ☐ You will then be taken to the **My Credits** page
- ☐ Scroll down to **FDA Rare Disease Day 2024 event**
- ☐ Complete the **Session Evaluation** for **all Sessions** that you attended
- ☐ Once you have completed **all** the **Session Evaluations**, select **Complete Overall Evaluation,** and complete the evaluation
- ☐ Select **Print Certificate** to view or print your certificate
- ☐ **Attention NABP Pharmacists and Pharmacy Technicians**: The FDA CE Team will report your credit to the National Association of Boards of Pharmacy (NABP) provided you add your NABP ID and date of birth to your profile in the FDA CE Portal. The only official Statement of Credit is the one you pull from CPE Monitor. If you do not see your credit reflected on CPE Monitor* after 45 days of attestation, please contact FDACETeam@fda.hhs.gov. *CPE Monitor sets a strict 60-day limit on uploading credits

If you need any assistance, please contact:

- ☐ Technical Support: If you require assistance with accessing or navigating your account:
  Email: support.fda@highmarksce.com
  Phone: 1-800-521-7621
  Hours of Operation: 8:00 a.m. - 5:00 p.m. EST, Monday through Friday

- ☐ Questions regarding Continuing Education:
  Email: fdaceteam@fda.hhs.gov