

# 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

#### FDA Sign In

FDA employees access your account with single sign on (SSO).

[Sign In with SSO](#)

#### Non-FDA Login

Sign in here to access your account.

\* Username

\* Password

[Show Password](#)

[Sign In](#)

[Username/Password Recovery](#)

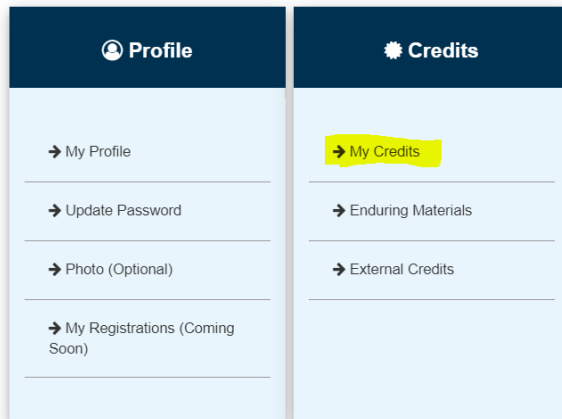
[Create Account](#)

- 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.**

Dashboard

## My Credits

All learners claiming credit must attest to their attendance and complete all (ceportal.fda.gov) within 14 days after an activity ends. For multi-day activities, session evaluation each day. Upon completion, learners may view/print state

**Attention NABP Pharmacists and Pharmacy Technicians:** The FDA CE Team \ Pharmacy (NABP) provided you add your NABP ID and date of birth to your p the one you pull from CPE Monitor. If you do not see your credit reflected or FDACETeam@fda.hhs.gov.

\*CPE Monitor sets a strict 60-day limit on uploading credits

--Select Activity--

--Select Activity--

2024

Applications of Decision Science - Mon, 6/3/24 - Mon, 6/10/24

At Division of Clinical Review Professional Development Series - Thu, 5/2/24

Se Introduction to CDEROne Analytics - Thu, 3/7/24

At FDA Rare Disease Day 2024 - Fri, 3/1/24

- Once selected, click the button called **“List Sessions by Activity”**

FDA Rare Disease Day 2024 - Fri, 3/1/24

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	<input type="checkbox"/> Add New
Claim Credits	Fri, 3/1/24 9:15 AM - 10:45 AM EST	Clinical Trial Foundations and Future Directions	Live Session	<input type="checkbox"/> Add New
Claim Credits	Fri, 3/1/24 11:00 AM - 12:30 PM EST	Navigating Information. Empowering Patients and Providers.	Live Session	<input type="checkbox"/> Add New
Claim Credits	Fri, 3/1/24 3:30 PM - 4:30 PM EST	FDA Initiatives	Live Session	<input type="checkbox"/> 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](mailto: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](mailto:fdaceteam@fda.hhs.gov)