

# PHARMACIST FAQ's

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## **1. How many hours of continuing education (CE) do I have to complete to renew my license?**

This information may be found on the agency website:

- Go to <http://dsps.wi.gov>;
- Click on the link labeled "PROFESSIONS" on the left-hand side of the page;
- Use the link on the Professions page to find the profession you want;
- Under the heading "LICENSING", click on the link labeled "EDUCATION" and scroll to the bottom of the page, where you will find the CE requirements

## **2. How many credit hours have I already taken?**

DSPS does not keep records of the CE courses each licensee has taken. It is the licensee's responsibility to retain records showing the courses they have completed for CE. The Department does not ask for proof of course completion unless the licensee is the subject of a random audit.

## **3. Can you please send me a list of all the courses I have already taken?**

DSPS does not keep records of the CE courses each licensee has taken. It is the licensee's responsibility to retain records showing the courses they have completed for CE. The Department does not ask for proof of course completion unless the licensee is the subject of a random audit.

## **4. Where on your website can I see the courses I have taken?**

DSPS does not keep records of the CE courses each licensee has taken. It is the licensee's responsibility to retain records showing the courses they have completed for CE. The Department does not ask for proof of course completion unless the licensee is the subject of a random audit.

## **5. Please send me a list of CE courses I can take to satisfy the requirement for my profession.**

The Department does not approve or endorse continuing education courses or programs for this profession. The Pharmacy Examining Board only recognizes courses that are obtained through an accredited American Council on Pharmaceutical Education (ACPE) provider.

[Pharmacist Administrative Code](#)

## **6. Am I required to have a Continuing Pharmacy Education (CPE) ID?**

The Pharmacy Examining Board does not require licensees to obtain a CPE ID. The American Council on Pharmaceutical Education (ACPE) does require a CPE ID and all CE credits must be obtained through ACPE accredited providers.

## **7. I took a CE course through an American Council on Pharmaceutical Education (ACPE) approved provider but I don't have a Continuing Pharmacy Education (CPE) ID. Will I still be able to receive credit for this course?**

After 1/1/2012 you must have a CPE ID in order to receive credit from the ACPE for any CE courses taken.

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## **8. I attended a conference that was not American Council on Pharmaceutical Education (ACPE) approved. Is there a process by which I can still get continuing education credit for this?**

The Pharmacy Examining Board currently recognizes only those educational programs offered by a provider approved by the ACPE. There will not be any CE credits accepted for any course or program that did not have ACPE approval.

## **9. Is a CEU (continuing education unit) or a Contact Hour the same as a CE hour?**

A contact hour is very often defined as not less than fifty minutes spent in attendance of a course. Wis. Admin. Code § PHAR 16 has no definitions for CEU, Contact Hour or CE Hour.

[Pharmacist Administrative Code](#)

## **10. Can I use the same course to satisfy the CE requirements for two (or more) professions?**

If the course satisfies the CE requirements stated in the Administrative Code for both professions, then the same CE course hours may be used to satisfy the CE requirements for both professions.

## **11. Can I get a waiver / extension of my CE requirement?**

Wis. Admin. Code § PHAR 16.02 (2) states that a licensee may request a waiver for completion of CE requirements.

**(2)** A pharmacist may apply to the Board for waiver of the requirements of this chapter on grounds of exceptional circumstances such as prolonged illness, disability or other similar circumstances that the pharmacist indicates have prevented him or her from meeting the requirements. The Board will consider each application for waiver individually on its merits.

[Pharmacist Administrative Code](#)

## **12. Where do I send the proof that I completed my CE?**

Licensees are only required to send a course completion certificate, transcript or any other printed evidence that they have completed a continuing education program to DSPS if they are subjected to a random audit.

## **13. How long do I need to retain my CE certification records?**

Wis. Admin. Code § PHAR 16.05 states the following:

**Phar 16.05 Retention requirement.** The pharmacist shall retain evidence of compliance for 3 years following the renewal date for the biennium for which 30 hours of credit are required for renewal of a license.

[Pharmacist Administrative Code](#)

## **14. May I use my graduate courses to satisfy CE requirements?**

Reference Wis. Admin. Code § PHAR 16.03 for an explanation of approved CE courses.

[Pharmacist Administrative Code](#)

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### **15. Do I have to submit the original certificates from my CE courses or will copies be accepted?**

In the event that a licensee is renewing late or is selected for a random audit, copies of CE certificates will be accepted as proof of CE completion.

### **16. What are the rules regarding compliance audits?**

Wis. Admin. Code § PHAR 16.06 states the following:

**Phar 16.06 Audit.** The Board may require any pharmacist to submit his or her evidence of compliance with the continuing education requirements to audit compliance.

[Pharmacist Administrative Code](#)