

Continuing Education (CE) Frequently Asked Questions (FAQs) – Licensed Pharmacists

1. What are the CE requirements to renew my RPH license?

RPH licensees are required to complete 30 CE hours during the two years preceding the application for renewal. This must include at least two hours of participation in a Board-provided CE course in Law **and** Ethics.¹ This must also include at least one hour of participation in a cultural competency course.

[Reference: Business and Professions Code (BPC) section 4231; Title 16, California Code of Regulations (CCR) section 1732.5(a) – 1732.5(b).]

2. Does the Board maintain a list of recommended CE providers and/or courses?

No.

3. How can I determine if a CE provider and/or course is accepted by the Board?

CE courses must be relevant to the practice of pharmacy and, subject to certain exceptions (outlined in paragraphs 2-4 below), must be obtained from a provider who is recognized by one of the two accreditation agencies designated by the Board: the Accreditation Council for Pharmacy Education (ACPE) or the California Pharmacists Association (CPhA).

Additionally, coursework which meets the standard of relevance to pharmacy practice and has been approved for CE by the Medical Board of California, the California Board of Podiatric Medicine, the Dental Board of California, or the California Board of Registered Nursing shall, upon satisfactory completion, be considered approved CE for RPHs.

¹ Currently, the Board offers two separate webinars: a Board-provided law webinar (1 hour) and a Board-provided ethics webinar (1 hour). RPH licensees must view **both** webinars to satisfy the 2-hour Law and Ethics CE requirement.

RPHs may also earn CE credit for completing certain Board-provided training courses.²

Finally, individuals may petition the Board to allow CE credit for specific coursework which is not offered by an accredited provider but meets the standard of relevance to pharmacy practice.

[Reference: BPC section 4232; CCR sections 1732, 1732.05(a), 1732.1, 1732.2, and 1732.3(e).]

4. What coursework meets the standard of relevance to pharmacy practice?

CE courses shall be relevant to the practice of pharmacy as provided in CCR section 1732.3 and BPC section 4232 and related to one or more of the following topics:

- the scientific knowledge or technical skills required for the practice of pharmacy
- direct and/or indirect patient care
- the management and operation of a pharmacy practice.

The subject matter shall be pertinent to the socioeconomic and legal aspects of health care, the properties and actions of drugs and dosage forms and the etiology, and characteristics and therapeutics of the disease state. The subject matter of the courses may include, but shall not be limited to, the following:

- pharmacology
- biochemistry
- physiology
- pharmaceutical chemistry
- pharmacy administration
- pharmacy jurisprudence
- public health and communicable diseases
- professional practice management
- anatomy
- histology
- and any other subject matter as represented in curricula of accredited colleges of pharmacy.

² See the CE page on the Board's website at <https://www.pharmacy.ca.gov/licensees/personal/ce.shtml> for links to current mandatory and elective Board-provided training webinars.

[Reference: BPC section 4232; CCR sections 1732.1(b), 1732.2, and 1732.3(e).]

5. Do I need to submit certificates of completion of CE with my license renewal application?

No. At the time of renewal, a pharmacist licensee renewing as active must simply enter on the renewal application the number of hours of CE successfully completed during the two years preceding the application for renewal.

[Reference: BPC section 4231; CCR section 1702 and 1732.5.]

6. What information needs to be included on a certificate of completion of CE?

Certificates of completion should clearly state the name of the enrollee, name and number of the course provider, title of the course, number of completed hours, date of completion, expiration date of the coursework, course number, if applicable and the name of the accrediting agency.

7. Why has my license status been changed to “CE Inadequate – License Held”?

A pharmacist license status will change to “CE Inadequate – License Held” if a pharmacist fails to numerically declare on their renewal application the number of hours of CE successfully completed during the preceding two years.

[Reference: BPC section 4231; CCR section 1702 and 1732.5.]

8. How do I remedy a “CE Inadequate – License Held” status?

To restore the license status back to “active”, [download a new renewal application](#) and complete it in its entirety. The completed renewal application may be submitted via mail, fax or [online](#).

Upon review and approval of the amended renewal application, the “active” license status will be reflected on the Board’s website.

Note: To ensure an online inquiry is appropriately routed, select “Renewal of an Individual” as the reason for your inquiry.

9. If I completed more than 30 CE hours during my two-year renewal period, can my extra CE hours be “carried over” to my next renewal period?

No. CE must be completed during the two years preceding the application for renewal.

[Reference: BPC section 4231; CCR section 1732.5(a).]

10. Will Board-provided CE programs and/or webinars appear on my NABP CPE Activity Monitor Transcript?

No. Please contact the NABP to learn about options to upload CE into the NABP CPE system.

11. How do I register for Board-provided CE programs and/or webinars?

Registration for Board-provided CE programs is conducted through PharmEd. Learn more about current trainings available on PharmEd [here](#).

12. How long do I need to retain copies of CE certificates of completion?

Licensees shall retain their certificates of completion for four years following completion of a CE course to demonstrate compliance.

[Reference: CCR section 1732.5(e).]

13. How do I access my certificate(s) of completion for Board-provided CE programs and/or webinars?

Licensees may access certificates of completion for Board-provided CE courses via their [PharmEd](#) account dashboard.

14. Can the Board grant an extension if I cannot finish my CE on time?

No. Currently, there is no provision in pharmacy law that authorizes the Board to grant an extension for licensees to complete the required CE for renewal of their license.³

15. How do I claim CE credit for attending a Board meeting or committee meeting?

Licensees interested in claiming CE for attending a Board or Committee meeting should follow the instructions included on the meeting agenda.

[Reference: CCR sections 1732.2(d) – 1732.2(e).]

16. How will I be notified that I have been selected for a CE audit?

The Board conducts CE audits to confirm whether licensees have completed their CE requirements. If a licensee has been selected for a CE audit, the Board will send a notification to the licensee's address of record. Additionally, if available, the Board will send a notification to the licensee's email address of record. As a reminder, licensees must notify the Board of any changes to their address of record within 30 days of the change.

Consistent with legal requirements, if, as part of an investigation or audit conducted by the Board, a licensee fails to provide documentation substantiating completion of required CE, the Board shall cancel the active license and issue an inactive license in its place.

[Reference: BPC sections 4100 and 4231 (e).]

17. How do I reactivate my pharmacist license if it has been inactivated due to failure to meet CE requirements?

³ Pursuant to BPC section 4234 and CCR section 1732.6, however, pharmacists may seek exemption from the CE requirements for renewal on the grounds of emergency or hardship by applying to the Board in writing setting forth the reasons why such exemption should be granted. Exemptions may be granted for such reasons as illness or full-time enrollment in a health professional school.

A licensee with an inactive license issued pursuant to BPC section 4231 may obtain an active license by paying the renewal fees due and submitting satisfactory proof to the Board that the licensee has completed all CE renewal requirements.

[Reference: BPC section 4231 (e).]