



ALABAMA BOARD OF PHARMACY

111 Village Street, Birmingham, AL 35242
205-981-2280 | www.albop.com

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Executive Secretary

How to Claim CE Credit for Board Meeting Attendance

Step 1: Attend the Meeting

- **Virtual:**
 - Join using the Webex link on our website: <https://albop.com/board-meetings/>
 - Your **full name must be displayed** (no initials, no phone numbers)
 - You must join **individually** (no shared logins)
- **In Person:**
 - **Sign in** when you arrive

Step 2: Get the Passcode

- The passcode will be shown at the **end of the meeting**

Step 3: Submit for Credit

- Complete the **SignUpGenius form** on our website
- Deadline: **11:59 PM the day after the meeting**

Step 4: Save Your Confirmation

- You'll receive a confirmation email after submitting
- **Keep this for 2 years** with your CE records

Important Rules

- Must attend the **entire meeting**
- Each meeting = **1 hour of live CE**

Annual Limits:

- Pharmacists: **Up to 3 hours/year**
- Technicians: **Up to 1 hour/year**