ACCREDITATION COUNCIL FOR PHARMACY EDUCATION

CONTINUING PHARMACY EDUCATION (CPE) PROVIDER ACCREDITATION PROGRAM

STATE BOARD OF PHARMACY

ACPE CE ACTIVITY APPLICATION PROCESS

State Board of Pharmacy ACPE CE Activity Application Process

The Accreditation Council for Pharmacy Education (ACPE) is the national agency for accreditation of professional degree programs in pharmacy and providers of continuing pharmacy education (CPE). ACPE expanded its activities to include evaluation and certification of professional degree programs internationally in 2011 and entered into a collaboration with the American Society of Health-System Pharmacists to accredit pharmacy technician education and training programs beginning in 2014. The mission of ACPE is to assure and advance quality in pharmacy education. Accreditation is the public recognition afforded a provider of continuing pharmacy education that is judged to meet standards through initial and subsequent periodic evaluations.   The ACPE accreditation process for providers of continuing pharmacy education is designed to assure pharmacists, pharmacy technicians, boards of pharmacy and others, of the quality of continuing pharmacy education activities.

State boards of pharmacy design CE activities related to their rules and regulations. ACPE offers a process whereby state boards of pharmacy may award ACPE credit for these activities and upload the credit awarded to learners into CPE Monitor®. CPE Monitor®, the collaborative service from the ACPE and the National Association of Boards of Pharmacy (NABP), allows CPE Providers to authenticate, store, and streamline data reporting and compliance verification for participating boards of pharmacy. The CPE tracking system creates a direct link for sending CPE data from ACPE-accredited providers to ACPE and then to NABP, ensuring that all reported CPE units are officially verified by ACPE-accredited providers.

Eligibility Criteria for State Boards of Pharmacy to Apply for a CPE Activity Evaluation

A State Board of Pharmacy that designs, plans, and conducts CPE activities may apply for an ACPE CPE Activity Evaluation. The state board of pharmacy must be administratively and operationally responsible for coordinating all aspects of the CPE activities.

State boards of pharmacy seeking CPE activity accreditation are required to submit the following items:

- [ACPE State Board of Pharmacy CE Activity Evaluation form](), together with supporting materials and documentation, organized into <u>one</u> electronic file in a commonly used digital format, such as Adobe Acrobat PDF file.
- Non-refundable application fee, in the form of a check. <u>Note</u>: If the state board of pharmacy formally withdraws their application prior to the accreditation action, a portion of the application fee may be refunded at the discretion of ACPE.

Review Process and Timeline:

ACPE accreditation documents for Continued Pharmacy Education should be reviewed prior to completing the ACPE State Board of Pharmacy CE Activity Evaluation Form. The form, along with the requested attachments indicated in the form, should be submitted to [ceinfo@acpe-accredit.org](). Please note: CE Activity Evaluation Forms are required to be submitted 45 days prior to the date of the activity.

After ACPE review of the activity, if applicable for ACPE credit, ACPE staff will email the designated contact person indicating the State Board of Pharmacy has been approved to move forward in offering ACPE CPE credit for the educational event. If additional information is required, ACPE will request supplemental material. Once the additional documents have been reviewed and approved, ACPE will assign Universal Activity Numbers (UANs) to the CPE activities.

The state board of pharmacy should communicate the designated UAN, ACPE accreditation statement in conjunction with the ACPE logo, and disclosure information to learners of the CPE activity.

Please include the ACPE logo along with the following statement in the activity brochure/materials:

- o The (Name of State) State Board of Pharmacy has collaborated with the Accreditation Council for Pharmacy Education to award continuing pharmacy education credit for this activity: UAN, contact/credit/CEUs, activity type. Example: MD7001-0000-17-001-L05-P, MD7001-0000-17-001-L05-T (3.75 contact hours, knowledge-based activity).

- Disclose (verbally or in writing) the following prior to the beginning of each educational activity:

  - o Name of the individual;
  - o Name of the commercial interest(s)
  - o including a statement of disclosure if no relevant financial relationship(s) exist;
  - o Nature of the relationship the person has with each commercial interest;
  - o Source of all support from commercial interests who supplied financial grants or 'in-kind' support for the CE activity

In order to receive credit, learners will submit their NABP e-PID number and date of birth in the format MMDD to the state board of pharmacy. ACPE will assign the state board of pharmacy login credentials allowing access to CPE Monitor® to upload participants' credit. Once the learners complete the designated requirements for credit, the state board of pharmacy will upload this information into CPE Monitor® within 60 days of the date of participation of the activity.

Timeline

Application Submission plus fee	45 days prior to CE activity date
ACPE Notification to state board of pharmacy	30 days prior to CE activity date
CE activity; State board collects e-PID and date of birth (MM/DD) of learners participating in CPE activity	Day 0
State board of pharmacy to upload learner credit to CPE Monitor; State board to monitor and correct any errors	Day 1-60

Accreditation Fees

Fees for evaluation by ACPE for purpose of activity accreditation are intended to assist in the support and continued improvement of accreditation services. The fee is $150 per contact/credit hour.

Planning the CPE activity

CPE activities must comply with the ACPE Standards for Continuing Pharmacy Education (specifically Standards 2-11). Additional resources to guide the planners of the CE activity include:

Constructing learning objectives: Learning Objectives - Blooms Taxonomy

List of various active learning strategies: Active Learning

Flowchart to ensure independence from commercial interests: Conflict of Interest Flowchart and a sample template for planners and faculty to disclose relevant financial relationships: Template for disclosure

Awarding Credit

State boards of pharmacy will award ACPE credit to pharmacists and pharmacy technicians by submitting participant information online via CPE Monitor®.

Pharmacists and pharmacy technicians may obtain a unique identification number from NABP (www.nabp.pharmacy) to be used when registering for a CPE activity from an ACPE-accredited provider. After CPE units are processed by ACPE and NABP, pharmacists and pharmacy technicians will be able to login to a comprehensive electronic profile to access information about their completed CPE.

Instructions to submit learner credit into CPE Monitor®

- Please collect all learners' NABP ePID number and DOB (MMDD)
- Within 60 days of the date of participation of the activity, learner credit must be submitted to CPE Monitor®. To manually upload credits, an organization can submit a **completed spreadsheet** that will validate the data and electronically transfer credit to the learner's personal CPE Monitor® eProfile. A template is available on ACPE's website that may be used to manually transmit credit information. In completing the template, the header row in the spreadsheet is to remain as is; CPE Monitor® interprets the information as instruction on what to do with a record.

*Example screenshot of manual transmission CPE Monitor® spreadsheet

	A	B	C	D	E	F
1	Action	NABP_ePID	DOB	ACPE_UAN	Date_Of_Participation	
2	I	124315	0825	MD7001-0000-17-001-L05-P	10/22/2017	
3	I	124316	0901	MD7001-0000-17-001-L05-T	10/22/2017	
4						
5						
6						

- Underneath the header row, please type in the requested information for the first learner being submitted. One row=one learner record.
- The Action code should be the letter I for "insert". This tells CPE Monitor® to import and process the data.
- Type in the learner's NABP ePID. These digits will be between 5-7 numbers and begin with any number between 1-9. If a learner gives you a shorter or longer number, that is not a valid NABP
- Include the UAN exactly as provided (i.e., MD7001-0000-17-001-L05-P, MD7001-0000-17-001-L05-T). Please be sure the correct learner "type" receives the correct UAN, meaning pharmacist learners should receive the "-P" designation and technician learners should receive the "-T" designation.

- Type in the valid date of participation the learner completed. This date of participation must match what is listed in the Provider Web Tool, as CPE Monitor® validates information against that tool. The date should be formatted as MM/DD/YYYY with slashes and full year.
- Title and save the spreadsheet on your desktop/G-drive, etc.

That completes the process for one pharmacist or pharmacy technician record. Continue to fill out each row for each learner for whom you would like to submit credit. Once the spreadsheet is complete, you will be ready to log into CPE Monitor® to upload the file:

1. Login into CPE Monitor® with the login provided to you by ACPE.
2. Click Browse option on the "Upload File" section.
3. Open the saved spreadsheet you would like to submit for credit.
4. Type in your email address, as CPE Monitor® will send a confirmation report to that address to confirm if any errors were present that needs to be fixed so the record will go through.
5. Click Upload.

You will see the spreadsheet you just submitted now populate as the top record under "Summary of Manual of FTP Data Uploads". The record will initially state "pending" but once CPE Monitor® has processed the information it will state "completed" (takes about 10 minutes). If there are any errors, a record number will be listed under the Error column indicating the number of rows that had errors. You can view the exact error message by clicking View under the Report column next to Date Completed. If there are any errors, then those records did not go through, and need to be fixed and resubmitted so the learner receives their credit.

If a record has successfully passed through CPE Monitor® it will state "pass". This confirms the learner now sees that record in their personal NABP CPE Monitor® transcript.

For any questions regarding the manual process for submitting CPE credit, you are welcome to review the CPE Monitor® Technical Specifications Guide or CPE Monitor Technical Specifications Guide or contact ACPE staff.