## **ACPE CPE Activity and Credit Submission Process**

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- 1. Provider finalizes CPE activity information.
- Provider submits the CPE activity as an Activity Description Form (ADF) to the Provider Web Tool at least 14 days prior to the activity release date.
- 3. Upon submission, a Universal Activity Number (UAN) is generated for that CPE activity.



ACPE providers must ensure all ADF information is correct, as the information selected affects what information is validated by CPE Monitor® and sent to the learner.

- 1. CPE activity is completed.
- 2. Learner submits NABP e-Profile ID number (ePID) and DOB (MMDD) to the provider within **60 days of successful participation**.
- 3. Provider electronically uploads the learner information, UAN and other required fields to CPE Monitor® within the same **60 day window** from the date of successful participation.
- 1. CPE Monitor® processes and validates the submission, then electronically submits the information as credit to the learner's NABP e-Profile.
- The learner can log into NABP e-Profile to view their CE transcript.

- E-Profile IDs issued by the National Association of Boards of Pharmacy (NABP) span between 5-7 digits. No other ID number will be accepted by CPE Monitor
  ®
- ACPE providers must ensure the correct UAN and date of participation are being awarded to the correct learner.

- If a learner does not know their NABP e-Profile ID, he/she needs to contact NABP directly to verify that information by calling 847-391-4406 or login in at:
  - https://dashboard.nabp.pharmacy/Login/Splash
- If a credit submission does not contain the correct information, it will be rejected by CPE Monitor and the credit will not transfer to the learner's NABP e-Profile. ACPE providers need to investigate any errors and correct those records for resubmission.