Dear ACPE-accredited providers:

This is a quarterly newsletter to address consistent provider inquiries regarding CPE Monitor®, Provider Web Tool, and P.L.A.N.®

ACPE WEB SITE

After months of hard work and dedication, ACPE is delighted to officially announce the launch of our newly designed website. The site has a fresh, streamlined look, with a structure that makes important information easy to access and will ensure a positive user experience in accessing information. In addition to the changed design and layout of the pages, new functions include an enhanced search feature and an organized repository of key ACPE communications across all functional areas.

ACPE's goal with this new website design is to provide our stakeholders with an easier and more efficient way to access information, tools and resources that are relevant to their needs. The revamped site provides direct access to content in four main program areas, including PharmD Program Accreditation, Continuing Education Provider Accreditation, Continuing Professional Development, International Services Program (ISP), and the Pharmacy Technician Education Accreditation Collaboration through portals with the main page of the site. ACPE will also continually update content on timely news and information, program area newsletters, press releases, and event notifications.

PROVIDER WEB TOOL™

1. The ACPE Provider Web Tool has been updated to include:
   - A "Print Certificate" option for providers to print out their certificate of ACPE accreditation
   - Topic Designator definitions are more prominent
   - A revised Grant Support tab to be more user friendly
   - The "Request Change in Activity" form instructions have been made more clear

2. Please be sure when creating an Activity Description Form (ADF) in the Provider Web Tool that usage of the correct Topic Designator matches the content for that activity. The Topic Designator is the last 2 digits of the Universal Activity Number and is defined as:

   - 01: Disease/Drug Therapy Related – CE content addresses drugs, drug therapy, and/or disease states.
   - 02: HIV/AIDS Therapy Related – CE content addresses therapeutic, legal, social, ethical, or psychological issues related to the understanding and treatment of patients with HIV/AIDS.
   - 03: Law – CE content addresses federal, state, or local laws and/or regulations affecting the practice of pharmacy.
   - 04: General Pharmacy Topics – CE content addresses topics relevant to the practice of pharmacy other than those included in the classifications of drug therapy related, HIV/AIDS therapy related, and law.
   - 05: Patient Safety – CE content addresses the prevention of healthcare errors, and the elimination or mitigation of patient injury caused by healthcare

   Please consult with ACPE staff if questions remain.

CPE MONITOR®

I. How To Correct Incorrect Records:

In some instances a record of credit is submitted to CPE Monitor® and comes back with an error. An error record will not pass through CPE Monitor® to the learner's e-Profile until that error is corrected. By resubmitting the record with the corrected information it will pass through to the learner's NABP e-Profile successfully. However, in some cases a record of credit may need to be **deleted** from CPE Monitor® in order to rectify the error.

Errors include submission of credit with a different (but valid) UAN, or an incorrect credit amount if the ADF in the Provider Web Tool was not initially set up correctly (e.g. the ADF should have reflected 1.0 CEUs instead of 10 CEUs due to a user typo). In cases such as these, deleting the incorrect record of credit from that learner's e-Profile and **resubmitting** the corrected record is required.

In the event a record does need to be deleted, please follow the steps below. If you have additional questions or require clarification to determine if a record needs to be deleted, please reach out to ACPE staff at cpemonitor@acpe-accredit.org for assistance.

    a. Create a new spreadsheet and type in the **incorrect** information. Keep all the information for the learner the same, but under the Action Code change it to **D** for **delete** instead of I for "insert". The **D** tells CPE Monitor® to delete that specific record (the one with the incorrect information) from CPE Monitor® and that learner's NABP e-PID profile.

Example:

D6		fx		
	A	B	C	D	E
1	Action	NABP_ePID	DOB	ACPE_UAN	Date_Of_Participation
2	D	123456	0510	0197-0000-16-001-L01-P	12/06/2016
3					
4					

    b. Submit the **D** spreadsheet just like you would any manual spreadsheet to CPE Monitor®. **Wait** about 6 hours for the delete record to officially take place and get out of the processing system and learner's profile. If you delete a record and resubmit too quickly, it doesn't give CPE Monitor® time to catch up and the records will not be successful.

    If you require a Web Tool change in order to submit corrected record of credit *(e.g. need to rectify an incorrect credit amount)*, please contact ACPE staff for next steps before completing step C below. If this does not apply to you, please complete step C.**

    c. Next submit the **correct** information to that same learner with an Action Code that has an I for "insert", which tells CPE Monitor® to upload and submit that record. You will receive the confirmation e-mail once those records are processed and have passed successfully. The participant should log in and view their e-PID profiles within the next 24 hours to view their corrected credit in their profiles.

II. Request For Late Credit Submissions:

• If requesting an override to submit late credits that are past the 60 days, the Continuing Education Administrator (CEA) or Supervisor has authority to request overrides from ACPE. If additional provider staff is attempting to request an override, the CEA or Supervisor should be copied on the email to make them aware that late credit is to be awarded.

- A provider may request access to CPE Monitor® if the activity in question occurred within the previous 6 months and with an appropriate reason for access, i.e. power outage, etc. All pharmacists and pharmacy technicians maintain their own license and/or certification and it is their responsibility to follow up with the provider if any CE credit discrepancies are found. It is then at the provider's discretion to award or deny credit to a late claiming participant, as it is the provider's CE activity and the provider needs to ensure the requirements necessary for credit are successfully completed.

- Contact ACPE for CPE Monitor® questions, issues, or requests for 60-Day Overrides for CE credit at cpemonitor@acpe-accredit.org.

III. When To Contact NABP:

- Contact NABP (help@nabp.pharmacy) in the event learners do not have an NABP e-Profile ID (e-PID) number or have questions related to their NABP e-PID profile. NABP has an online quick   reference to check e-PID numbers if a participant does not recall his/her e-PID number, which   may be found at https://nabp.pharmacy/cpe-monitor-service/

- Providers are responsible for resolving credit discrepancies with the learners of their CE activities. After review of their NABP e-profile, learners are encouraged to contact the provider of the CE activity if a discrepancy is identified. A list of the ACPE-accredited providers and their contact information may be found on the website: https://www.acpe-accredit.org/ceproviders/providers.asp. ACPE is not able to resolve CE credit discrepancies.

IV. Annual Activity Report- Access Via CPE Monitor®

How to view your Annual Activity Report:

1. Log into CPE Monitor
2. Click Reports
3. Report Type: Click dropdown box and Click "Annual Activity"
4. UAN: Skip
5. Start Date: Skip
6. ESU Year: Click desired ESU Year, e.g. 06/01/2016-05/31/2016
7. Click Search
8. Providers Annual Activity Report will populate along with ESU Range and Total Fee

ACPE Fee schedule can be found on the ACPE Website under CE Providers/Fees https://www.acpe-accredit.org/pdf/2017CE_Fees.pdf

Fees for evaluation by ACPE for purpose of initial accreditation or sustaining accreditation is set at a level intended to assist in the support and continued improvement of accreditation services. Sustaining or annual fees is based on a calculation: number of continuing education units (CEUs) of a CPE activity multiplied by the number of participants transmitted via CPE Monitor®. The product is the Educational Service Unit (ESU). The sum of the ESUs of the CPE activities for each provider is categorized into a level. ACPE may adjust the fees and set effective dates for such adjustments at any regular or special meeting of ACPE. Please email ceinfo@acpe-accredit.org with any questions.