



Dear ACPE-accredited providers:

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

PROVIDER WEB TOOL™

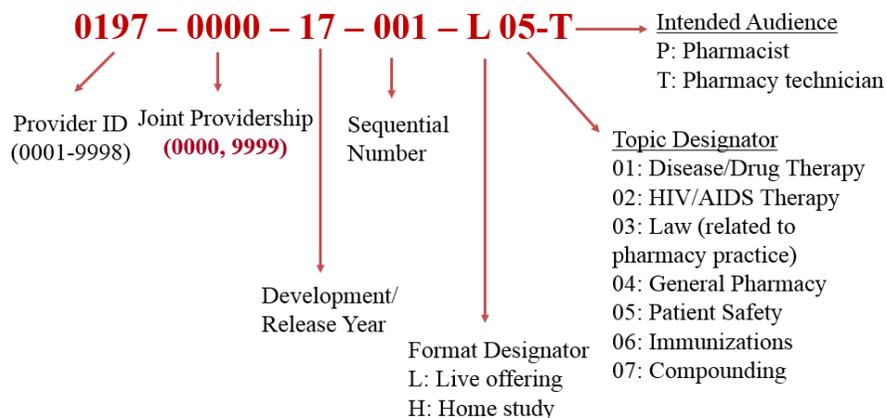
1. Two New Topic Designators:

ACPE is excited to announce the release of two new topic designators to accommodate state board licensure requirements and learner need. As of **July 1, 2017**, ACPE-accredited providers have the option for two additional topic designators:

06: Immunizations- Includes all activities related to the provision of immunizations, i.e., recommend immunization schedules, administration procedures, proper storage and disposal, and record keeping. This also includes review for appropriateness or contraindication and identifying the reporting adverse drug events and providing necessary first aid.

07: Compounding- Includes all activities related to sterile, nonsterile, and hazardous drug compounding for humans and animals. This includes best practices and USP quality assurance standards, environmental test and control, record keeping, error detection and reporting, and continuous quality improvement processes.

ACPE providers will now have the ability to create a Universal Activity Number (UAN) by selecting a 01-07 topic designator:



2. Regularly Scheduled Series (RSS):

- When a user submits an RSS activity, the expiration date will automatically default to a one-year expiration. This expiration date cannot be extended, as one-year is the maximum time limit.
- The live dates under the Live Dates/Locations tab for an RSS will require users to select a specific subject for each live RSS date the activity occurs. Users cannot submit an RSS until a subject has been selected for each live date.

3. Keywords:

Before submitting an ADF, providers are **required** to select at least one keyword (that best applies to the CE content) located in *Keywords* tab. Providers can select from a variety of Topics and/or Drugs and Devices. The only exception to this requirement are RSS activities, where the Keyword tab does not populate, and only the subject field is required in the Live Dates/Locations tab for an RSS.

If you notice a keyword you want to select is not available, please contact ACPE staff at ceinfo@acpe-accredit.org to discuss adding that keyword to the current list.

4. Provider Access to ACPE Technology:

All users in the Provider Web Tool and CPE Monitor® are required to have their own username and password. ACPE does not allow the sharing of the same user login among provider staff. ACPE requires documentation of all persons who have access to these tools in the event there is need to deactivate a user who still has access to sensitive credit information. In the event an ACPE provider has new staff who will be utilizing the Provider Web Tool and/or CPE Monitor®, the Continuing Education Administrator or Supervisor should submit the following:

- Email ACPE staff at ceinfo@acpe-accredit.org requesting access for the new user
- Please include the user's name and email address
- ACPE will create a new user account and email the new user their personal login credentials.

In the event an ACPE provider requires a user to be **deactivated** (the user is no longer with the organization, is no longer working in these tools, etc.), please email ACPE staff to request that user's account be deactivated.

Please reach out to ACPE staff if your provider has not done this to date. ACPE can provide a list of current active users, and you can request who should be deactivated or remain active for your organization.

COMING SOON!**5. Submitting Multiple UANs:**

ACPE will be implementing a way for providers to upload multiple UANs at one time to help upload large volumes of UANs for conferences and seminars. You will be notified once this option is available for use.

CPE MONITOR®**1. 60-Day Override Late-Fee Policy:**

Beginning **January 1, 2018**, ACPE providers who request access to CPE Monitor® to upload credit with a date of participation outside the 60-day deadline will incur a **\$200 late fee** as follows:

1-3 Requests: ACPE will give a warning and waive the \$200 fee and grant request

4 and more Requests: ACPE will charge a \$200 fee per override request

- Providers will be required to fill out the override request form in CPE Monitor® to request an override and fill out all fields. Once the form is submitted, the provider's Continuing Education Administrator will receive an automatic email explaining the fee policy and a link to ACPE's PayPal account. Upon confirmation of payment, ACPE will grant the override request and notify the provider. The override request will not be granted until payment is received.
- Providers will be given 5 business days to submit late credits to CPE Monitor® to allow time to rectify credit information if needed.
- If a provider requires both a retroactive ADF change in the Provider Web Tool and an override to amend an activity, only the ADF change fee of \$200 will be charged. The provider will **not** be charged twice.
- The 6-month hard-stop policy will still apply. Any unclaimed credit with a date of participation that is 6 months and older will **not** be eligible for an override.