



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. Batch Import Activity Feature

ACPE is excited to announce a batch upload feature to submit multiple ADFs using one file submission. Providers can complete and submit a TXT file to the system, which will generate multiple ADFs. Login to the Provider Web tool, a TXT template is available for download in the Batch Import Activities option and additional submission guidance is listed within the feature.

2. Revised Technology Documents

The following documents have been revised to include all updated changes and additional clarification around policies and processes. Please review these updated documents located on ACPE's website:

- [Provider Web Tool User Guide](#)
- [Provider Web Tool Quick Reference Guide](#)
- [Regularly Scheduled Series Document](#)

3. ADF Submission 14-Day Policy

Per ACPE [Policies and Procedures Policy 9c](#), all ACPE-accredited providers are required to submit Activity Description Forms (ADF) to the Provider Web Tool at least 14 days prior to the initial release date of the activity. Providers can edit a submitted ADF during that 14 day period, however once the release date passes the Provider Web Tool will block the user from editing any retroactive information.

4. REMS-RPC Funded Selection

As a reminder, REMS-RPC (Risk Evaluation and Mitigation Strategy – REMS Program companies) radio button should be selected if the CE activity has been funded through independent education grants by REMS Program Companies (RPC).

5. **COMING SOON!**

A new Provider Web Tool webinar will be posted in the coming months with all updated changes.

Please reach out to ACPE staff at pwt@acpe-accredit.org with any questions.

CPE MONITOR®**1. 60-Day Override Request Form and Fee Policy:**

As of **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.

To officially request an override, providers must complete and submit the Request for 60-Day Override Form in their CPE Monitor® in the “Actions” section of the home tab.

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.

2. Revised CPE Monitor® Technical Specifications Document

The CPE Monitor technical specifications document has been updated to include recent updates and clarification around forms and policies:

- [CPE Monitor® Technical Specifications Document](#)

3. Provider Annual Activity Summary Report- No Fee

Providers can now pull an AAU report according to their desired calendar year or time window. The fee for the selected time period will not populate, but the total participant count will be listed. This selection can be found under the Reports tab in the Report Type: Annual Activity No Fee.

4. **COMING SOON!**

- An updated CPE Monitor® webinar is being completed and will be posted in the coming months.
- New NABP e-Profile App for Learners
With the success of the CPE Monitor® Service, a mobile app is in development. Pharmacists will have the ability to upload non-ACPE continuing education (CE) activity credit with the launch of the CPE Monitor subscription and NABP mobile application in early 2018.
- NABP Launching Upgraded e-Profile System
This is an informational notice that the National Association of Boards of Pharmacy (NABP) electronic application services will be temporarily down from March 20th-April 2nd, 2018 to launch their new e-Profile system interface.

Learners will not be able to access their NABP e-Profiles during this two-week update period, however ACPE-accredited providers will still be able to submit credit and continue transmission to CPE Monitor® during this time. For further information please, see NABP's website memo regarding this update [here](#).

Please reach out to ACPE staff at cpemonitor@acpe-accredit.org with any questions.