



## ACPE Provider Web Tool Frequently Asked Questions

### Change in Administrator

1) When a change in administrator, address or contact information occurs, the provider is required to submit an online Provider Verification Form via the Provider Web Tool prior to the change taking place.

- Login to the Provider Web Tool
- Click on “Provider Verification Form”
- Click on “Make Changes”
- Enter the changes into the blank fields
- Click on “Submit to ACPE”

2) If there is an administrative change, the provider should also develop a means by which the new administrator becomes familiar with ACPE standards, policies and procedures, including required participation in an ACPE Administrator’s Workshop.

### Activity Description Forms

Providers are required to submit Activity Description Forms via the online Provider Web Tool at least 14 days prior to the initial release date of an activity. The online Web Tool allows the provider to enter information relevant to the activity, including the following:

- Release year
- Sequence number
- Learner designation (Pharmacists – P or Pharmacy Technicians – T)
- Title of the activity
- Learning objectives
- Topic designator (see below)
- Contact hours or Continuing Education Units (CEUs)
- Release and expiration dates
- Joint Providership information
- Live dates/locations for live activities
- Format
- Home study format
- Receipt of grant support

The Activity Description Forms are retained in a database accessible at all times by ACPE staff. Providers that produce enduring materials must review each enduring material at least once every three years or more frequently if indicated by new scientific developments. Accredited providers can access their Activity Description Forms and

make certain modifications. Providers are required to update their forms as necessary and to monitor the submission of the forms on a regular basis to ensure compliance.

### **Late Activity Description Form Policy**

Per ACPE CPE Operational Policy 9.0, providers are required to submit Activity Description Forms (ADFs) via the online Provider Web Tool at least 14 days prior to the initial release date of a CPE activity. Beginning January 1, 2014, ACPE will assess late fees for assisting in changes to an ADF and/or assistance with an ADF never submitted through the Provider Web Tool after the activity has occurred. ACPE will charge \$200 per activity to assist with changes. Payment will need to be received in advance of any changes. ADF changes include, but are not limited to: credit hour changes, title modifications, release/expiration date, activity type, spelling errors/typos, sequence number, topic designator, joint provider information, adding additional format and back-dating activity information.

### **Universal Activity Numbers**

A Universal Program Number is an identification number that is assigned to each CPE activity developed and sponsored, or joint provided, by an ACPE accredited provider. This number is developed by appending to the ACPE provider identification number (e.g. 197), the joint provider designation number (000 for no joint provider, 999 for all joint providers), the year of the CPE activity development (e.g., 08), the sequential number of the CPE activity from among the new CPE activities developed during that year (e.g., 001), and the topic and format designators (see below).

### **Provider Number**

Identification number of the provider responsible for issuing statements of credit and updating the ACPE activity database.

### **Joint Provider Designators**

0000 - No Joint Providership

9999 - Joint Providing with another organization

### **Format Designators**

L - Live activities

H - Home study and other mediated activities

B - Both for practice based activities

### **Topic Designators – activities are related to**

01 - Disease State Management/Drug therapy

02 - AIDS therapy

03 - Law (related to pharmacy practice)

04 - General Pharmacy

05 - Patient Safety



### **Target audience designator**

If a CPE activity's target audience is exclusively for pharmacists the designation "P" will be used

If a CPE activity's target audience is exclusively for pharmacy technicians the designation "T" will be used.

*Note:* If the CPE activity is intended for both pharmacists and pharmacy technicians, that activity will have the same Universal Program Number with respect to the provider identification number, joint provider designation, year of release, sequence number, format and topic designator; however, the target audience designator in the number will be specific to each audience, either a "P" or "T." For example:

0197-0000-14-001-L05- P (program number to be used for pharmacists)

0197-0000-14-001-L05- T (program number to be used for pharmacy technicians)

### **Organization Name Change or Merger**

If an organization undergoes a name change or merger, that organization is required to submit to ACPE legal documentation of that change in the form of articles of incorporation or another type of legal document. Once the provider has done so and the change has been confirmed by ACPE staff, ACPE will update its records accordingly.

### **Regularly Scheduled Series**

Effective January 1, 2012

[Download Regularly Scheduled Series Policy](#)

[Download Regularly Scheduled Series Guidance Document](#)

### **Contact ACPE**

For web tool questions, please contact Silvi Kastrati at [skastrati@acpe-accredit.org](mailto:skastrati@acpe-accredit.org) or please call (312) 664-3575 ext. 2