ACPE CPE Provider e-Update

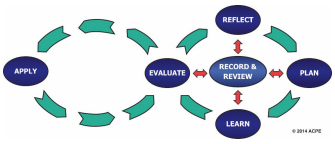
July 2022

Congratulations **to the first two ACPE-accredited CPE providers to earn Accreditation with Commendation:**

- **Global Education Group**
- **University of Oklahoma College of Pharmacy**

Commendation will be noted on ACPE's website in the CPE Provider Directory. Providers must demonstrate compliance with all Standards for Continuing Pharmacy Education, Policies, and Procedures and two commendation criteria in two subcategories of their choice to earn Commendation status. Click here for specific commendation criteria and procedures to apply.

ACPE CPE Policies Update



CPD for CPE Administrators:
Administrators should engage in their own professional development:

-Identify competency area(s) to strengthen.
-Log CPD activities over the course of the year.
-Conduct end-of-year reflection.
-Submit worksheet and activity log as part of the comprehensive review process.

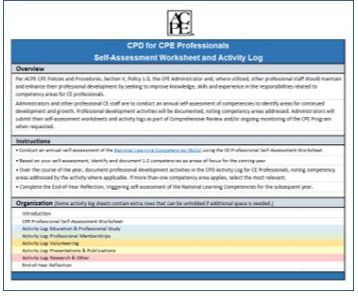
Activity Announcement Materials that offer learners the opportunity to participate, purchase, or register for your CPE activities must include the informational items listed in Policy 4.0. In addition to these informational items, beginning January 1, 2023, providers must include the following for virtual (asynchronous, archived live, home study; synchronous webinars) CE activities:

> The Internet browser(s) supported and minimum versions of each required by the learner to complete the online activity.

> The minimum memory, storage, processor, and internet speeds require by the learner to complete the online

Provider Web Tool – Activity Description Forms (Policy 9c)
Providers are required to submit Activity Description Forms (ADFs) via the online Provider Web Tool prior to the initial release date of an activity (the requirement to submit 14 days prior to the activity has been removed).

In addition, topic designator 99 is added for activities related to topics relevant to the practice of pharmacy not included in the classifications of the topic designators 01-08. In addition, providers may further define the CE activity by indicating if it is designed for a specific regulatory and/or re-certification requirement.


CPD for CPE Professionals
Self-Assessment Worksheet and Activity Log
Overview
Instructions
Organization
Introduction
CPD Professional Self-Assessment Worksheet
Activity Log: Education & Professional Study
Activity Log: Professional Memberships
Activity Log: Volunteering
Activity Log: Presentations & Publications
Activity Log: Research & Other
End-of-Year Reflection

activity.

CPE Monitor - Share with Your Learners

a collaborative service
CPE Monitor
from ACPE and NABP

Share the flyer with your learners! It describes ACPE and IPCE credit, topic designators, Universal Activity Numbers (UAN), Certificate Program Number (CPN), and the process of how credit is awarded. In addition, it includes contact information if there is an issue with the learner's e-profile or credit.

The CPE Monitor Plus plan has an easy to use interface that makes maintaining your licensure compliance simple. Key features include:

- Notifications alerting pharmacists CPE cycle deadlines
- At-a-glance view of hours completed vs hours needed
- A personalized breakdown of renewal requirements for licenses held, including topic requirements
- Detailed state-specific transcripts that are submitted to the state boards

CPE Monitor is the only tracking tool to include ACPE credits. For just $12/year, multiple licensees may be tracked.

Please also share this link to ACPE's Information for Learners page. Information includes what the UAN is, how CE credit is processed, what they need to know about certificate programs, and how to find CE activities using the Pharmacy Learning Assistance Network (PLAN).

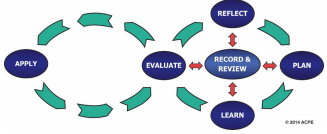
Penalty Fees for Provider Web Tool Submissions and CPE Monitor Overrides to be reinstated September 1, 2022

Throughout the pandemic, ACPE waived the penalty fees for late activity description form (ADF) submissions after initial release of the activity, including any changes to the submission. Penalty fees were also waived for awarding CE credit after the 60-day window from participation of the activity. After two and one-half years, ACPE will reinstate late fees beginning September 1, 2022.

Providers will need to complete the Request Change in Activity Form in the Provider Web Tool for any Activity Description form changes. Once the form is submitted and $200 fee is paid (via credit card), the requested changes will be input.

For CPE Monitor, the provider's first three (3) requests will not include a fee. Upon the 4th request and thereafter the provider will incur a penalty fee ($200). All providers' requests to date will be returned to zero. Request for an override will require submission of CPE Monitor Post-60 Day Credit Request Form in CPE Monitor. Once the form is submitted and the fee is paid, the override will be granted.

CPD Pilot Continues!



A pilot to study implementation of ACPE's draft CPD criteria has launched with a group of ACPE-accredited CPE providers. The objectives of the pilot are to gain experience and gather feedback to inform potential changes to the criteria, development of associated accreditation processes, and integration of a CPD credit model. If you are an ACPE-accredited provider interested in participating in the pilot, please contact cpdinfo@acpe-accredit.org.

Available Professional Development Opportunities (virtual):

Post-Spring 2022 Cycle Webinar
July 12, 2022 1PM-2:30 PM Central Time

Please join us for a discussion of the observations and outcomes of the Spring 2022 review cycle as well as answers to provider's questions regarding the CPE standards.
Register for the Post-S2022 Cycle Webinar Here!

ACPE CPE Virtual Administrator Workshop
September 13-14, 2022

The workshop is designed to provide a working knowledge of the ACPE accreditation process as it relates to continuing pharmacy education, including training and group activities on the ACPE Standards for Continuing Pharmacy Education and Policies and Procedures Manual. The workshop also strives to offer interactivity and networking opportunities with other ACPE-accredited providers via breakouts, chats, and polling. The workshop is aimed at recently accredited CPE providers, CE Administrators/staff new to their role, and providers preparing for comprehensive review for reaccreditation. Registration fee is $250 per person and based on the number of participants.
Register for the Administrator Workshop Here!

If you have any questions or comments about the ACPE CPE e-Update, please email ceinfo@acpe-accredit.org

Visit ACPE CE Provider Website

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