



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.®

### **PROVIDER WEB TOOL™**

1. 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: Drug Therapy Related – CE content addresses drugs, drug therapy, and/or disease states.
  - 02: AIDS Therapy Related – CE content addresses therapeutic, legal, social, ethical, or psychological issues related to the understanding and treatment of patients with 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, 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 errors (An unintended healthcare outcome caused by a defect in the delivery of care to a patient.) Healthcare errors may be errors of commission (doing the wrong thing), omission (not doing the right thing), or execution (doing the right thing incorrectly). Errors may be made by any member of the healthcare team in any healthcare setting. (definitions approved by the National Patient Safety Foundation® Board July 2003)

When in doubt of which topic designator to select for a UAN, please click on the blue question box on the right-hand side of the “Topic Designator” field in the Provider Web Tool. This question box explains each topic selection from 01 through 05 in detail with examples. Please consult with ACPE staff if questions remain.

2. Activities must be submitted at least 14 days prior to the release date of the CE activity in the Provider Web Tool™.
3. Provider Verification Form: As a reminder, providers are asked to regularly review the information in the Provider Verification Form for accuracy. When a change in administrator, address, or other contact information occurs the provider must submit the updated information via the Provider Verification Form in the Provider Web Tool by completing the following steps:
  - i. Login to the Provider Web Tool
  - ii. Click on Provider Verification Form
  - iii. Click on Make Changes
  - iv. Follow the instructions at the top of each page to make changes to the appropriate fields

- v. Once all changes have been made, a final page will appear stating “Provider Verification – Complete”
4. 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. 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 providership information
  - adding additional formats
  - back-dating activity information
4. Contact ACPE staff for Provider Web Tool™ questions or issues at [ceinfo@acpe-accredit.org](mailto:ceinfo@acpe-accredit.org).

#### **CPE MONITOR™**

Please note the roles of the Accreditation Council for Pharmacy Education (ACPE) and the National Association of Boards of Pharmacy (NABP) indicated below:

1. Beginning July 1, 2016, CPE Monitor™ overrides will **not** be granted by ACPE to the requesting provider if the activity is **before January 1, 2016**. 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.
2. 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.
3. Contact ACPE for CPE Monitor™ questions, issues, or requests for 60-Day Overrides for CE credit at [cpemonitor@acpe-accredit.org](mailto:cpemonitor@acpe-accredit.org).
4. Contact NABP ([custserv@napb.net](mailto:custserv@napb.net)) 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://store.nabp.net/OA\\_HTML/xnabpibeGblSrchProfileID.jsp](https://store.nabp.net/OA_HTML/xnabpibeGblSrchProfileID.jsp).
5. 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.

**P.L.A.N.® (Pharmacists Learning Assistance Network)**

The Pharmacists' Learning Assistance Network (P.L.A.N.®) is a continuing pharmacy education information service provided to pharmacists through ACPE. A computerized compilation of continuing pharmacy activities offered by ACPE-accredited providers serves as the database for the service. The P.L.A.N.® service has been developed to allow pharmacists the opportunity to pursue a curricular approach to professional development through organization and planning of their continuing pharmacy education needs. In addition, since most state boards of pharmacy recognize ACPE-accredited providers, activities listed with the P.L.A.N.® service may satisfy pharmacists' continuing pharmacy education requirements. ACPE-accredited providers are encouraged to inform their learners of P.L.A.N.®: [plan.acpe-accredit.org](http://plan.acpe-accredit.org).