

## Continuing Pharmacy Education



### Provider eUpdate

Greetings ACPE-accredited providers!

ACPE would like to share a few updates from our recent Commission and Board meetings.

1. ACPE moved!
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For a short-cut to the previous versions of the CPE Provider eUpdate, please [click here](#).

#### **1. ACPE moved!**

This summer, ACPE moved to its new headquarters location across the street to the 28th floor of the 190 S. LaSalle building. We are excited that our new headquarters includes a beautiful conference center on the top floor that will enable us to host ACPE workshops and receptions. ACPE's new address is 190 S. LaSalle Street, Suite 2850, Chicago, IL, 60603. The ACPE phone number and staff emails are the same.

#### **2. Request for Volunteers for ACPE CPE Commission**

The Accreditation Council for Pharmacy Education (ACPE) is requesting volunteers for three vacancies on the ACPE Continuing Pharmacy Education Commission (CPEC) from the academic, hospital, and state association practice settings.

The duties of the CPEC include recommending policy and procedure for the ACPE Continuing Pharmacy Education Provider Accreditation program; assist in strategic planning; contribute in planning of ACPE's educational activities; and, review ACPE-accredited provider's comprehensive reports, progress reports (and other reports as necessary) and recommend accreditation actions to the ACPE Board of Directors. The term of a CPE Commissioner is 3 years with an opportunity to serve additional term(s). Each CPEC member shall have experience in continuing and/or adult education and awareness of contemporary pharmacy education and practice.

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The CPEC meets in May (mid, Tuesday-Thursday) and November (mid, Tuesday-Thursday) approximately one month prior to each January and June meeting of the ACPE Board of Directors. Meetings will be held at the ACPE office in Chicago. Each meeting will be two one-half days and one full day beginning with lunch in the office on Day 1, followed by an afternoon meeting, then a group dinner at an outside venue. Day 2 will convene with breakfast, followed by meeting, lunch, then meeting until 5:00 pm followed by dinner/free night. Day 3 will begin with breakfast followed by meeting that will conclude by noon. The term for this individual will begin January 1, 2019 and will conclude December 31, 2021 with the option of continuing for one additional term. ACPE will be responsible for expenses associated with the CPEC meetings, including commissioner travel, lodging, and meals.

Orientation for the selected Commissioner will include a 90-minute conference call plus serving as an observer in the Comprehensive Review process (the Comprehensive Review call is 2 hours) if schedule allows.

The ACPE CPE Director, Chair, and Vice Chair of the CPEC will review the submissions and present a recommendation to the Board. If interested to serve on the CPE Commission please submit a vitae and a statement indicating why you would like to serve on the Commission by **August 29, 2018** to Dimitra Travlos, [dtravlos@acpe-accredit.org](mailto:dtravlos@acpe-accredit.org).

### 3. Grants for REMS CE Activities

The Nation is in the midst of an unprecedented opioid epidemic. [116 people a day die from opioid-related drug overdoses](#). Prevention and access to treatment for opioid addiction and overdose reversal drugs are critical to fighting this epidemic. As CE providers, you can help enhance education of health care professionals in pain management, appropriate prescribing and monitoring of therapeutic agents. The FDA has required manufacturers of ER/LA opioid analgesics, known as the REMS Program Companies (RPC), to make education available for prescribers of these medications. RPC-supported REMS education will be provided through accredited continuing education (CE) activities supported by independent educational grants from these ER/LA opioid analgesic companies.

The RPC CE Subteam would like to notify you that the 2018 Request for Application (RFA) for REMS-compliant accredited educational grant is posted [here](#).

The 2018 CE Grant Cycle is open to all CE Providers interested in receiving funding for REMS-compliant accredited CE programs under RFA 090618. REMS-compliant educational activities must cover all portions of the revised FDA “Blueprint”, which can be accessed [here](#).

The RPC intends to complete the review process and notify applicants of grant decisions as early as possible in the fourth quarter (October, November, December), 2018.

The RFA can be accessed via the RPC REMS website (click [here](#)). The link to the RFA is listed on the right-hand side of the page. **The deadline for submission of applications for this RFA is 11:59 pm ET, Monday, 9/10/2018.** Beginning 6/29/2018, applications must be submitted through the RPC grant management system portal, accessible via this link:

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<https://grants.er-la-opioidrems.com>.

### 4. Interested in being an ACPE CPE Field Reviewer?

As part of the upcoming comprehensive review cycles, ACPE is looking for Field Reviewers to aid in supporting the CPE program. The review team is comprised of an ACPE Commissioner, a field reviewer, and an ACPE staff member.

Reviewers with interest and experience in adult or pharmacy education are eligible for selection. All interested reviewers must submit a statement outlining their experience and interest to serve as a reviewer. In addition, any pharmacy technicians wishing to serve as field reviewers will also need to submit a statement outlining their experience/background and why they would like to serve as a reviewer. ACPE will select pharmacy technicians as reviewers where appropriate.

Webcast trainings occur prior to the electronic mailing of comprehensive reviews. The webcast trainings provide a detailed overview of the CPE evaluation process (procedure, timeline, documentation etc.). In addition, the training will discuss any/all documents and materials that utilized in this process. All reviewers must participate in the webcast training in order to be assigned a comprehensive review.

If interested, please submit please complete the [online survey](#) or submit a statement outlining your interest to [ceinfo@acpe-accredit.org](mailto:ceinfo@acpe-accredit.org).

### 5. Provider Web Tool Update

- a. Providers should ensure the appropriate topic designator is assigned to CE activities. In addition to the 01-05 topic designators, two new topic designators to accommodate state board licensure requirements and learner need are included in the provider web tool:

**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.

- b. Submitting Multiple UANs:  
ACPE implemented a means for providers to upload multiple UANs at one time to help upload large volumes of UANs for conferences and seminars. In the Provider Web Tool Menu, it is named **Batch Import Activities**. This type of upload accepts a TXT (text) file that is specially formatted. A spreadsheet program such as Microsoft Excel can easily create this type of file.

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### c. Keywords

Before submitting an Activity Description Form, providers are required to select at least one keyword (that best applies to the CE content) located in the 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 [pwt@acpe-accredit.org](mailto:pwt@acpe-accredit.org) to discuss adding that keyword to the current list.

Please contact [pwt@acpe-accredit.org](mailto:pwt@acpe-accredit.org) with questions or further clarification.

## 6. CPE Monitor® Update – Late Fee Policy implemented January 1, 2018

### Current ACPE Policy and Procedure: Procedures 7.3 Awarding Late Credit

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, i.e. after 60 days of the participant engaging in a CPE activity, as it is the provider's CE activity and the provider needs to ensure the requirements necessary for credit are successfully completed. A provider may request access to CPE Monitor® if the activity in question occurred within the previous 6 months and with an appropriate reason for access, i.e. power outage, etc.

### **The ACPE Board of Directors approved the following policy regarding instituting a Late-Fee Policy for CPE Monitor® Override Requests.**

Providers who request access to CPE Monitor® to upload late ACPE credit will incur a late fee as follows:

- Provider's first 3 Requests: the provider will receive a waiver and will be provided with education and guidance.
- Upon the 4<sup>th</sup> request and thereafter, the provider will incur a \$200 late fee.
- If a provider requires both a retroactive ADF change in the Provider Web Tool and override to amend a credit, only the ADF change fee of \$200 will be charged. The provider will not be charged twice.
- Providers will be given 5 business days to submit late credits to CPE Monitor® to allow time to rectify credit information if needed.
- Providers will be required to fill out the *CPE Monitor® Post-60 Day Credit Request Form* in order to request an override:
  - Once a user submits this form, an email will be sent to the current CPE Administrator who is listed in the Provider Web Tool. Once the CPE Administrator submits the associated fee, this request will be implemented by ACPE staff and the provider will be notified. This request cannot be granted unless payment is received.
  - This automatic form will allow for tracking of override data, managing the number of override requests given to each provider, and application of

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fees.

### **Can a provider charge a fee to participants wanting to claim late credit?**

Yes. This is a business decision that is entirely up to the provider to implement a fee policy for late credit. ACPE does not have a policy denying the ability to charge participants attempting to claim late credit.

For all CPE Monitor<sup>®</sup> related questions, overrides, or additional information, please contact [cpemonitor@acpe-accredit.org](mailto:cpemonitor@acpe-accredit.org).

## **7. Just Released: CPE Monitor Mobile App**

To help pharmacists easily monitor their CPE compliance, NABP collaborated with the Accreditation Council for Pharmacy Education (ACPE) to develop CPE Monitor Plus, a subscription service for CPE Monitor<sup>®</sup>. The new subscription service enables pharmacists to perform a variety of advanced functions beyond the basic CPE Monitor service, including:

- viewing CPE credit status by state to verify at a glance how much CPE credit must be earned to satisfy license renewal requirements;
- uploading certificates from non-ACPE CPE courses and applying them to relevant state licenses;
- receiving email alerts when CPE cycle deadlines are approaching;
- viewing all transcripts and individual courses and generating simplified, automated reports;
- searching for ACPE CE activities via ACPE P.L.A.N. (Pharmacists' Learning Assistance Network);and
- connecting to My CPD, which assists learners to develop, maintain, and enhance their professional practice, and support achievement of career goals. For more information on CPD, click [here](#). For further questions about CPD, please contact [CPDinfo@acpe-accredit.org](mailto:CPDinfo@acpe-accredit.org)

CPE Monitor Plus is available for an annual, renewable subscription fee of \$29.95, regardless of how many licenses a pharmacist has or adds at a later date. CPE Monitor Plus is only available via NABP's new mobile app. Search for NABP e-Profile in Google Play Store (Android) or the App Store (iPhone).

The standard CPE Monitor service is still available for free and can also be accessed via the app or a desktop by signing in with NABP e-Profile login credentials. For more information, visit [www.nabp.pharmacy/CPE](http://www.nabp.pharmacy/CPE).

## **8. Annual Fees Due – Credit Cards Accepted**

Invoices were emailed the first part of August. Invoices should be paid upon receipt. ACPE will accept payment via credit card, check, and wire transfers. If you would like to view your fee level, please do the following:

Login to CPE monitor  
Click on Reports  
Under report types: click on Annual Activity

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ESU Year: select 6/1/2017 – 5/31/2018

Click search

Fees for evaluation by ACPE for purpose of initial accreditation or sustaining accreditation is set at a level intended to assist in the support and continued improvement of accreditation services. Sustaining or annual fees is based on a calculation: number of continuing education units (CEUs) of a CPE activity multiplied by the number of participants transmitted via CPE Monitor™. The product is the Educational Service Unit (ESU). The sum of the ESUs of the CPE activities for each provider is categorized into a level. The invoice may be paid by check, electronic funds transfer, or credit card.

To pay by credit card please click on this link. Please note that there is a 3.5% handling fee. As always, please do not hesitate to contact CPE staff with any questions. [ceinfo@acpe-accredit.org](mailto:ceinfo@acpe-accredit.org) | (312) 664-3575.

### 9. Interested to be a peer reviewer for JCEHP?

*The Journal of Continuing Education in the Health Professions* is seeking volunteers from pharmacy-based continuing education providers to be peer reviewers of the *Journal*. For those who are interested, the process includes an invitation and information about the title and abstract of the manuscript and an indication of the time frame in which the review needs to be completed. After agreeing to review the paper, the reviewer has access to the entire manuscript. The reviewer has access to the comments provided by the other reviewers once all the reviews are submitted. Being a peer reviewer is not only a great service but also a wonderful learning opportunity! If interested please contact the associate editor of the journal, Kathy Chappell, at [kathy.chappell@ana.org](mailto:kathy.chappell@ana.org).

### 10. P.L.A.N.®

The Pharmacists' Learning Assistance Network (P.L.A.N.®) is a continuing pharmacy education information service provided to pharmacists and pharmacy technicians 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 all state boards of pharmacy recognize ACPE-accredited providers, activities listed with the P.L.A.N.® service may satisfy pharmacists' and pharmacy technicians' 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).

As always, please do not hesitate to contact CPE staff with any questions. [ceinfo@acpe-accredit.org](mailto:ceinfo@acpe-accredit.org) | (312) 664-3575.