ACPE CPD Accreditation Pathway
## Information Webinar

September 12, 2023

Introductions – ACPE CPE Staff

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ACPE CPD Program Accreditation Pathway Introduction

- ACPE defines CPD as: "a self-directed, ongoing, systematic and outcomes-focused approach to lifelong learning that is applied into practice." While continuing pharmacy education (CPE) is a component of CPD, the CPD process or cycle involves reflection, formal planning, and active participation in learning activities that assist individuals in developing and maintaining competence, enhancing their professional practice, and supporting achievement of their career goals.
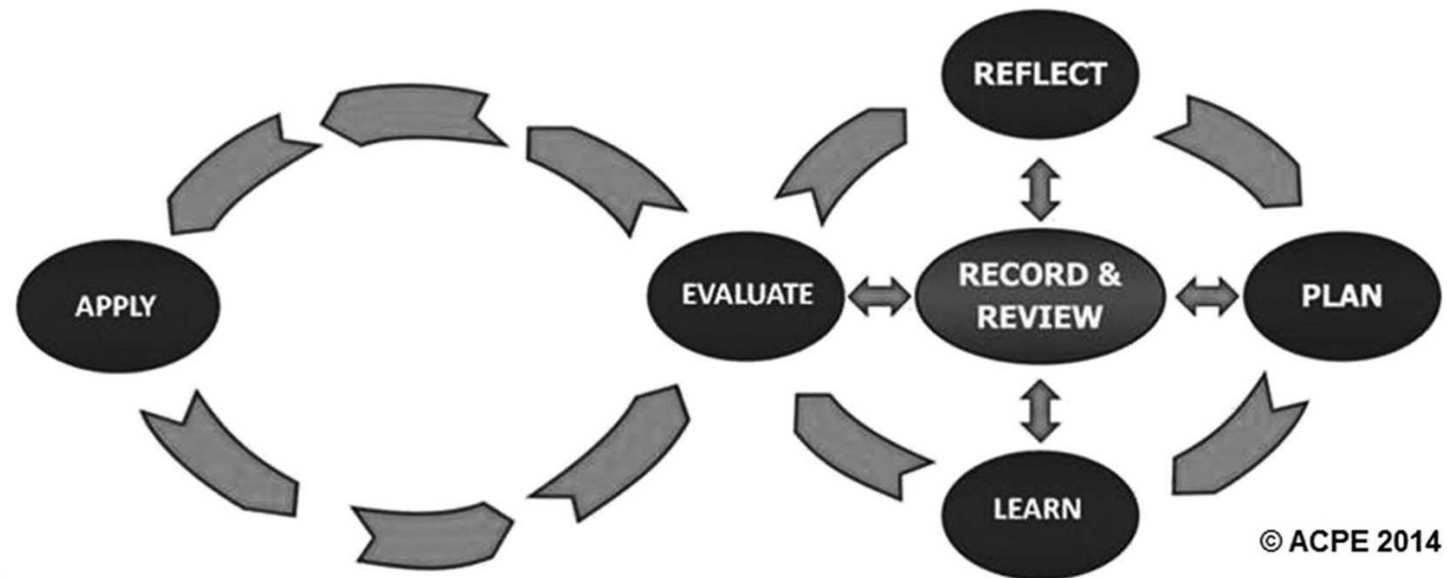
ACPE CPD Program Accreditation Pathway Introduction

American Journal of Pharmaceutical Education
Available online 29 July 2023, 100578
In Press, Journal Pre-proof ? What's this?

Principles for Continuing Professional Development (CPD) Programs: A Statement by the ACPE CPD Advisory Committee

Logan T. Murry [a], Aneesh Asokan [b], Glen Baumgart [c], Jennifer Bosworth [c], Lisa Capobianco [d], Liza Chapman [e], Michelle Marie Estevez [f], Peter J. Hughes [g], Angie Knutson [h], Ellie LaNou [b], Nicholas Lehman [i j], Brian Lawson [b], Jodie Malhotra [k], Adrienne Matson [l], Elliott M Sogol [m], Diane Yoon [n], Janet P. Engle [a], Dimitra V. Travlos [a]

Open Access | Review

Advancing the Adoption of Continuing Professional Development (CPD) in the United States

by James A. Owen [1], Jann B. Skelton [1,*] and Lucinda L. Maine [2,*]

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* Authors to whom correspondence should be addressed.

Review > Res Social Adm Pharm. 2021 Mar;17(3):488-496.
doi: 10.1016/j.sapharm.2020.04.019. Epub 2020 Apr 24.

A global evidence review of systemic factors influencing participation in pharmacy professional development activities

Asmaa Alhaqan [1], Felicity Smith [2], Ian Bates [3]

Affiliations + expand
PMID: 32381423   DOI: 10.1016/j.sapharm.2020.04.019

Currents in Pharmacy Teaching and Learning
Volume 15, Issue 7, July 2023, Pages 673-679

Research Note

Impact of an online pharmacy precepting-focused continuing professional development program

Kenton Cooksey, Miguel Mailig [1], Mara Kieser, Beth Martin, Amanda Margolis

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ACPE CPD Program Accreditation Pathway Introduction

- During the June 2023 Board Meeting, the ACPE Board of Directors approved ACPE *Continuing Professional Development Accreditation Program Policies and Procedures Manual: A Guide for Providers.* These policies and procedures will serve as a guide and resource for providers who are seeking CPD program accreditation.

- Providers with and without an ACPE-accredited CPE program are eligible to submit CPD programs for consideration. **Submissions will be accepted starting January 1st, 2024.**

ACPE CPD Program Accreditation Pathway Introduction

Documents to guide providers interested in submitting a CPD program are now available on the ACPE website.

- Providers will need to demonstrate that:

  - The program has been developed around the four principles of a CPD program, found HERE.
  - All elements of the CPD Policies and Procedures have been considered and addressed, found HERE.

- An attestation checklist and rubric has been created to guide program development and assist in the submission process, found HERE. This document also provides instructions on how to submit your CPD program materials.

Principles for CPD Programs

▶ **Principle 1: Systematic Planning of the CPD Program**

- Providers of CPD programs establish and employ a systematic planning process for the development and implementation of a CPD process for learners.

▶ **Principle 2: CPD Program Design**

- The CPD Program employs a design or process based around the components of a CPD cycle: Reflect, Plan, Learn, Evaluate, Apply, Record/Review.

▶ **Principle 3: Assessment of Learner CPD**

- The provider of the CPD program employs a process to validate learner engagement and performance, with focus on learning outcomes and impact on professional practice, patient/population health, and/or organizational/system outcomes.

▶ **Principle 4: CPD Program Evaluation**

- The provider of the CPD program conducts or facilitates a structured evaluation of the CPD program for determining its effectiveness in supporting and promoting self-directed lifelong learning. Information gathered should be used in a systematic fashion for the purpose of ongoing improvement of the provider's CPD program.

Accreditation Pathways

Process	ACPE-accredited CPE Provider (in good standing)	Provider without CPE Accreditation
Initial Application	Provisional accreditation notice within **30 days, following ACPE staff review.**	Provisional accreditation notice within **60 days, following ACPE and CPD Advisory Committee review.**
Administrative Process	ACPE staff complete the initial review with CPE Commission and Board approving final accreditation.	ACPE staff complete the initial review, **CPD Advisory Committee member review recommendations**, CPE commission and Board approve final accreditation.
Reaccreditation	• Initial Term: 1 Year, CPD Report • Two-Year Term, CPD Report • **Following accreditation follows CPE accreditation process with required CPD Reports.**	• Initial Term: 1 Year, CPD Report • Two-Year Term, CPD Report • **Following accreditation terms are 3 years with required CPD Reports.**
Reference to Status for Accredited CPD Programs	Logo should be used for CPD program with accreditation statement **and** CPD activity logo may be used for CE activities which reflect components of the CPD cycle.	Logo should be used for CPD program with accreditation statement.
Monitoring	Report should address the ACPE Principles for Continuing Professional Development.	Annual report should address the ACPE Principles for Continuing Professional Development **and** CPD Policies and Procedures.

CPD Accreditation Pathways

While applications will be accepted and reviewed on an ongoing basis, several deadlines are important to consider for Board action to be taken regarding accreditation status. Deadlines for submission of application for Board consideration are as follows:

The application must be submitted between:	For consideration at the:
May 1st to October 31st	January Board of Directors Meeting
November 1st to April 30th	June Board of Directors Meeting

Awarding CPD Units

- CPD Units will be documented using the CPE Monitor system, where providers will be assigned a CPD Provider Unit Number for activities.

- This number is developed by appending to the CPD provider identification number (e.g., CPD0001), the year the CPD program was initially offered (e.g., 24), a sequence number, and a letter denoting units for the following components: R = Reflect, P = Plan, L = Learn, E = Evaluate, A = Apply

Awarding CPD Units

CPD units are based on activity completion which satisfy the components of a CPD cycle.

- For the *Reflect, Plan, Learn, Evaluate,* and *Apply* components within a single CPD cycle, a maximum **of 2 CPDUs can be awarded** for each component (i.e. Reflection = 2 CPDUs).

- While *Review/Record* is not a component of the CPD cycle individually eligible for CPDUs, providers are encouraged to facilitate the incorporation and completion of this component within CPD activities and cycle components. **Further, providers of CPD programs are encouraged to have learners complete all components of a CPD cycle, as the process of identifying learning needs, engaging in learning activities, and documenting how learning has been applied to practice is essential to effective and meaningful CPD.**

Awarding CPD Units

- For providers with accredited CPE and CPD programs, CPE activities which include activities or components satisfying the requirements of a CPD cycle component are eligible for CPD units, as determined by the program provider and reflective of the unit process as described above. Providers of only CPD programs will not be allowed to offer CPE activities.

- Units may be awarded even if a CPD cycle is not completed, and the units should be reflective of the CPD components which were completed (i.e., *Reflect, Plan,* and *Learn* were completed = 6 CPDUs)

ACPE CPD Logo
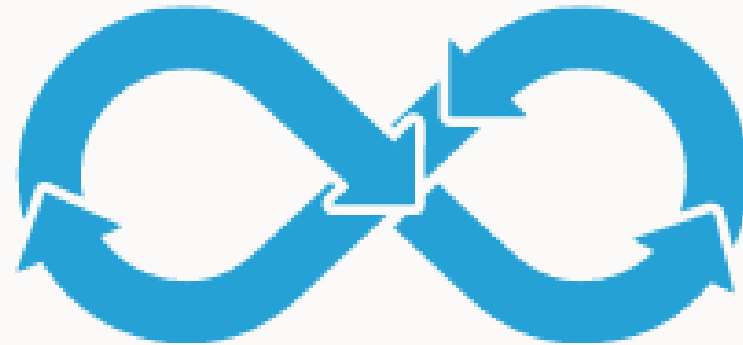
CPD Fees

Fees	ACPE-accredited CPE Provider	Provider without CPE Accreditation
Initial Application	$750	$1500
Annual Fee	$1000	$1000

CPD Examples

CPD Cycle Component	Examples
Reflect	Provide learners with formal processes for stimulating reflection, including prompts or other activities to stimulate and guide learner reflection (i.e., CPD Practice Review, considering patient populations and learning needs related to practice-specific context). **Prompt Examples:** 1) What areas do you want to develop or improve? 2) How did you determine the areas you want to develop or improve? 3) What skills or knowledge do you need to improve upon to develop as a pharmacist? 4) Reflect on the following competencies/goals: [Insert relevant competencies/goals for practice or organizational mission].
Plan	Facilitate formal planning processes to help learners identify and plan educational activities which support acquisition of skills, knowledge, etc. related to areas of improvement identified in reflection. Additionally, CPD programs should provide structured activities designed to introduce learners to SMART goals and assist learners in developing their own SMART goals. **Prompt Examples:** 1) What do you want to learn? 2) Create a SMART goal or learning objective. 3) Identify learning activities or resources where one can go to obtain the information required.

CPD Examples

CPD Cycle Component	Examples
Learn	Provider of CPD programs support learner documentation of learning activities which can include opportunities for documentation to be submitted and stored electronically. **Prompt Example:** 1) Please submit documentation which reflects learning activities participated in and completed.
Evaluate	The provider of the CPD program provides the learner with a structured process to evaluate the status of the current CPD cycle, including an opportunity to document notes related to learning experiences and barriers and facilitators to CPD cycle completion. Learners may evaluate the status of the CPD cycle and completed learning prior to and/or after they have applied learning to practice. **Prompt Examples:** 1) Is your goal met? 2) Where are you in the CPD cycle? For example, Complete, In Progress, Not Started 3) What has/have facilitated your learning? 4) Are changes needed to improve your learning? If yes, what are they? 5) What barriers have you experienced to learning? 6) What is the impact of learning on your practice?

CPD Examples

CPD Cycle Component	Examples
Apply	Provider of the CPD program provides a process for the learner to assess where and how learning was applied to practice, using assessment techniques such as additional reflection, self-reported practice change, validated CPD assessment instruments, and data which reflects changes in practice or patient care. **Prompt Examples:** 1) How did you implement what was learned? 2) Will the knowledge you have obtained influence your practice or professional career? Why or why not?
Record/Review	The provider of CPD program provides a process for the learner to review learning objectives, learning plan, learning activities, and learning application, focusing on the extent to which CPD cycle components were completed. **Prompt Examples:** 1) What new learning needs were identified during this CPD cycle? 2) What are my next steps for professional development?

CPD Examples- Test-to-Treat Certificate Program

- A CE Provider identified a gap analysis among its learners to implement a Test-to-Treat program within community pharmacies. The provider decided to plan and conduct a Certificate Program with the following objectives:

  - Demonstrate use of applicable diagnostic tests.

  - Select, recommend, and/or prescribe effective treatments.

  - Discuss laboratory requirements.

  - Safely administer and perform point of care services.

  - Collaborate with other health professions to increase patient-centered care.

- CPD principles will also be incorporated to guide learners through the implementation of the Test-to Treat program.

CPD Examples- Test-to-Treat Certificate Program

CPD Cycle Components	Prompts and Activities

Reflect	Pre-Program Prompts
	  1. Why are you attending this program?
	  2. Reflect on the activity learning objectives and indicate level of knowledge/skill related to Test-to-Treat.

Plan	Create SMART learning objectives for what you, the learner, needs to accomplish.
Learn	Complete certificate program modules and learning activities.
Evaluate	Evaluation Prompt 1. Based on what you have learned, what are next steps to implement Test-to-Treat in your practice? 2. What other learning needs in this area do you have?
Apply	Apply Activity/Prompt 1. Outline what it will take to implement this learning into practice, or how you will implement the service in your practice/pharmacy. Follow-Up Prompt 1. Over the past 6 months, describe your efforts, barriers, and success in implementing Test-to-Treat learning into your practice or at your practice site.
Record/Review	Discuss results of learning and identify new learning needs discovered during the certificate program.

Other Examples

- In addition to CPE providers, organizations and institutions may be interested in providing a CPD program.

  - Colleges and schools of pharmacy may use CPD to plan and assess learning experiences such as experiential education and cocurricular activities.

  - State boards of pharmacy may use CPD for relicensure or as a corrective pathway for disciplinary action.

  - Healthcare institutions may use CPD for preceptor or resident development.

- Additional examples of how providers may offer CPD and how learners might participate in a CPD process can be found HERE.

We Want Your Input on Educational Activities

- What educational activities would you be interested in or find helpful for the remainder of this year and next?

- What might be included as a component of a CPD live workshop or a CPE/CPD conference hosted by ACPE?

- Provide suggestions in the chat!

Questions?

cpdinfo@acpe-accredit.org