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**Continuing Professional Development (CPD) Accreditation Frequently Asked Questions**

**September 2023**

The following are a list of questions and answers for frequently asked questions related to the CPD program accreditation pathway. For additional questions, contact ACPE staff at [cpdinfo@acpe-accredit.org](mailto:cpdinfo@acpe-accredit.org).

**Q. *Why apply for CPD program accreditation?***

**A.** The process of CPD provides several benefits to learners and program providers. For providers, facilitating the CPD process and awarding CPD units (CPDUs) for employees and other pharmacy learners may facilitate learner engagement with existing educational content, endorse a culture of learning within the organization, and facilitate skill and knowledge acquisition to support organizational and pharmacy practice improvements. Learners may benefit as the CPD process has been shown to increase confidence in identifying learning needs, use current practice to identify learning needs, and evaluate the impact and outcomes of learning.

**Q. *What types of providers might offer a CPD program?***

**A.** A CPD program could be offered by a wide variety of organizations, institutions, and individuals. Colleges and schools of pharmacy can provide a CPD program for faculty development and to assess cocurricular learning opportunities and support lifelong learning. Employers can use CPD to facilitate staff, preceptor, and resident development. State boards of pharmacy could consider CPD as a corrective process after disciplinary action.

**Q. *When will applications begin to be accepted? What is the turnaround time from application to accreditation?***

**A.** Applications for CPD program accreditation will be accepted starting January 1st, 2024. For providers with CPE accreditation, notice of provisional CPD program accreditation will be within thirty (30) days of submission. For programs without CPE accreditation, notice of provisional CPD program accreditation will be within sixty (60) days of submission.

**Q. *When can I begin awarding CPD units?***

**A.** Providers may begin awarding CPD units after receiving provisional program accreditation. For providers with CPE accreditation, notice of provisional CPD program accreditation will be within thirty (30) days of submission. For programs without CPE accreditation, notice of provisional CPD program accreditation will be within sixty (60) days of submission.

**Q. *How do I enter CPD units in the Provider Web Tool and how can I view my CPD units?***

**A.** CPD activities and units will be entered and awarded through the ACPE Provider Web Tool. For learners, CPD units will be available via CPE Monitor.

**Q. *What should be included in the initial application for review?***

**A.** The initial application should include a completed attestation checklist and rubric, found [here](https://www.acpe-accredit.org/pdf/CPD/Attestation%20Checklist%20and%20Rubric%20for%20CPD%20Provider.docx). A narrative and documentation should be provided to show how the principles of CPD are being met within the program. The type and amount of documentation may vary by program; however, it must be clear how the principles will be met.

**Q. *For CPE accreditation, we have an administrator. Is there an administrator required for CPD? Does it have to be the same person as the ACPE Administrator? Does it have to be a pharmacist or any other requirements?***

**A.** A CPD program administrator is required for CPD. This individual is responsible for the oversight and operations of the CPD program. The CPD administrator may be the same as the CPE administrator but does not have to be. The CPD administrator does not have to be a pharmacist and it is up to the provider and organization to determine the appropriate qualifications for the CPD administrator.

**Q. *Will the CPD program be adopted by Joint Accreditation or is this for ACPE accredited providers only?***

**A.** CPD program accreditation is provided by ACPE. While ACPE will oversee the CPD program accreditation process, providers with Joint Accreditation are encouraged to apply and will undergo the same accreditation process experienced by accredited CPE providers.

**Q. *Is there a max or desired number of CPD units to be earned per year?***

**A.** There is no maximum or desired number of ACPE CPD units which may be earned per year. Providers and learners should contact licensing and certification bodies with inquiries related to specific CPD requirements.