Accreditation Council for Pharmacy Education

Provider Web Tool

PWT
web tool

A Supplemental User Guide for CPD Providers

Creating and Managing CPD Activities

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Contents

CPD Provider Access

CPD Providers will be granted access to the Provider Web Tool by ACPE Staff. Program administrators will be provided with a user ID and password.

If the program has CPE accreditation and the administrator is the same, the login and password will be the same as for the CPE program.

After logging in – administrators will be presented with the menu below to add and edit CPD activity information.

CPD Activity
What would you like to do:

Create CPD Activity [?]

Edit CPD Activity [?]

Copy CPD Activity [?]

Search CPD Activity [?]

- **Create CPD Activity** – is used to create new CPD activity records.
- **Edit CPD Activity** – is used to edit an existing CPD activity.
- **Copy CPD Activity** – is used to copy an existing CPD activity, assign a new sequence number/UAN, and edit the attributes of the activity to match the CPD program being offered.
- **Search CPD Activity** – is used to identify previously entered and existing CPD activities.

Creating a New CPD Activity

After clicking "Create CPD Activity", the user will be presented with the screen below:

The user may then enter the attributes of the activity:

1. Select an Activity Year for which the activity is being released.
2. Select an available sequence number or allow the system to default to the next available number.
3. Select whether or not the activity is jointly provided.
4. Enter a descriptive title for the CPD activity.
5. Enter a more detailed description of the activity.
6. Select the release date and expiration date for the activity being offered. There is currently a default of three years, but the duration can extend for any period of time less than three years.
7. CPD Activities are defaulted to 2.00 CPD units per CPD Cycle Component completed per learner.
8. Select the stages that make up the activity (choose any combination of cycle components or all cycle components).

Once the required data elements have been provided, the user may then submit the activity to ACPE, save it and submit it later, save and continue editing, or cancel the program. An example of a newly created CPD activity is listed below.

After submitting the activity to ACPE – a summary screen will appear with the list of ACPE CPD Numbers (CPDNs).

The CPDNs are the identifiers that will be used to award CPD Cycle Component completion to a specific learner.

Printing a CPD Activity Report

If you would like to print a copy of the activity (or export it to PDF), please use the "Print/Preview" button from the CPD Activity Summary screen to generate a report of the CPD activity content submitted to ACPE.

To export to a specific format, simply choose the format from the drop down and then click "Export".

Editing an Existing CPD Activity

Select the "Edit CPD Activity" link from the CPD activity menu listing on the home page. The search screen below will appear.

Edit CPD Activity

Enter your search criteria and click "Search". Provider is a required field.

	Provider	Providership	Year	Seq #	Stage
CPD Activity Number	0197	-- Select --	24		-- Select --

Title   Begins with   [   ]

Release Date   From [   ] To [   ]

Submission Status   ○ Submitted ○ Incomplete ● Either

Sort Order

Primary Sort Order   ☐ Select Secondary Sort Order

CDPN: Provider ⌄   CPDN: Seq # ⌄

● Ascending   ● Ascending
○ Decending   ○ Decending

[Search]   [Cancel]

Enter the appropriate search criteria, choose the preferred sort order, and then click "Search" to find all CPD Activities that meet that criterion.

Edit CPD Activity

*** 20 Activities Found ***

	CDPN	Title	Release Date	Expiration Date	CPD Units	Status
🖉	0197-0000-24-001-A	Test CPD Program	7/14/2024	7/14/2028	2.00	Submitted
🖉	0197-0000-24-001-E	Test CPD Program	7/14/2024	7/14/2028	2.00	Submitted
🖉	0197-0000-24-001-L	Test CPD Program	7/14/2024	7/14/2028	2.00	Submitted
🖉	0197-0000-24-001-P	Test CPD Program	7/14/2024	7/14/2028	2.00	Submitted
🖉	0197-0000-24-001-R	Test CPD Program	7/14/2024	7/14/2028	2.00	Submitted
🖉	0197-0000-24-002-A	test cpd	7/26/2024	7/26/2027	2.00	Submitted
🖉	0197-0000-24-002-E	test cpd	7/26/2024	7/26/2027	2.00	Submitted
🖉	0197-0000-24-002-L	test cpd	7/26/2024	7/26/2027	2.00	Submitted
🖉	0197-0000-24-002-P	test cpd	7/26/2024	7/26/2027	2.00	Submitted
🖉	0197-0000-24-002-R	test cpd	7/26/2024	7/26/2027	2.00	Submitted
🖉	0197-0000-24-003-A	TEST CPD Activity	7/25/2024	7/25/2027	2.00	Submitted
🖉	0197-0000-24-003-E	TEST CPD Activity	7/25/2024	7/25/2027	2.00	Submitted

[Print Results]   [New Search]

To edit the CPD activity – simply click the edit icon (🖉) located on the left side of each row in the resulting list. This will open the CPD activity and then allow you to make any necessary changes to the attributes.

Next to print a report of the results returned, simply click the "Print Results" button on the search result screen. This will then open a report showing the search results that you may export to PDF or Excel.

You may then use the export functionality to save the results to your desired format.

Getting Support

For questions or support – please contact cpdinfo@acpe-accredit.org or pwt@acpe-accredit.org.