

Accreditation Council for Pharmacy Education

Provider Web Tool



A Supplemental User Guide for CPD Providers

Creating and Managing CPD Activities

08/01/2024

Contents

- CPD Provider Access.....3
- Creating a new CPD Activity4
- Printing a CPD Activity Report.....6
- Editing an existing CPD Activity.....6
- Getting Support8

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.



- **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:

Submit To ACPE Save, Submit Later Save, Keep Editing Cancel Program Main Menu

General

Year CPD Activity Is Being Released: 24

Sequence Number (0001 - 9999): 004 Available Numbers

Providership: -- Select --

Title:

Description:

CPD Units: 2.00

Release Date: ? Planned Expiration Date: ?

CPD Activity Stages (Please choose one or more stages that comprise your CPD Activity)

Reflect Plan Learn Evaluate Apply

CPD Activity Status: Not Submitted

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.

Submit To ACPE Save, Submit Later Save, Keep Editing Cancel Program Main Menu

General

Year CPD Activity Is Being Released: 24

Sequence Number (0001 - 9999): 004 Available Numbers

Providership: No (0000)

Title: TEST CPD Activity

Description: Description of the activity

CPD Units: 2.00

Release Date: 08/15/2024 Planned Expiration Date: 08/15/2027

CPD Activity Stages (Please choose one or more stages that comprise your CPD Activity)

Reflect Plan Learn Evaluate Apply

CPD Activity Status: Not Submitted

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

The CPD Activity Form has been submitted to ACPE.

CPD Activity Numbers:
0197-0000-24-004-A
0197-0000-24-004-E
0197-0000-24-004-L
0197-0000-24-004-P

Back Review or make additional changes to the current CPD Activity.

Print/Preview View the current CPD Activity information.

Search Perform a new search.

Please click here to return to the main menu.

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.

If desired, you can select an export type and press 'Export' to save the report locally, in one of a number of available formats. Or, you can also just export the report and print it without saving if you like.

1 of 1 Select a format Export

Provider Name:	ACPE Test II
Activity Title:	TEST CPD Activity
Description:	Description of the activity
CPD Units (Earned per Stage Completed in Cycle):	2
Initial Release Date:	08/15/2024
Planned Expiration Date:	08/15/2027
Status:	Submitted
Last Modified By:	Steve Janis
Modification Date:	
CPDN(s):	0197-0000-24-004-R REFLECT 0197-0000-24-004-P PLAN 0197-0000-24-004-L LEARN 0197-0000-24-004-E EVALUATE 0197-0000-24-004-A APPLY

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.


CPD Activity Number	Provider	Providership	Year	Seq #	Stage
0197	-- Select --	-- Select --	24		-- Select --
Title	Begins with <input type="text"/>				
Release Date	From <input type="text"/> To <input type="text"/>				
Submission Status	<input type="radio"/> Submitted <input type="radio"/> Incomplete <input checked="" type="radio"/> Either				
Sort Order	Primary Sort Order	<input type="checkbox"/> Select Secondary Sort Order			
	CDPN: Provider	CDPN: Seq #			
	<input checked="" type="radio"/> Ascending	<input checked="" type="radio"/> Ascending			
	<input type="radio"/> Descending	<input type="radio"/> Descending			
<input type="button" value="Search"/>		<input type="button" value="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

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.

If desired, you can select an export type and press 'Export' to save the report locally, in one of a number of available formats. Or, you can also just export the report and print it without saving if you like.

1 of 1 Select a format Export



CPD Activity Form Search Results

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Phone (312) 664-3575 Fax (866) 228-2631 <https://www.acpe-accredit.org>

CPDN	Activity Title	Release Date	Expiration D:
0197-0000-24-001-A	Test CPD Program	07/14/2024	07/14/2028
0197-0000-24-001-E	Test CPD Program	07/14/2024	07/14/2028
0197-0000-24-001-L	Test CPD Program	07/14/2024	07/14/2028
0197-0000-24-001-P	Test CPD Program	07/14/2024	07/14/2028
0197-0000-24-001-R	Test CPD Program	07/14/2024	07/14/2028
0197-0000-24-002-A	test cpd	07/26/2024	07/26/2027
0197-0000-24-002-E	test cpd	07/26/2024	07/26/2027
0197-0000-24-002-L	test cpd	07/26/2024	07/26/2027
0197-0000-24-002-P	test cpd	07/26/2024	07/26/2027
0197-0000-24-002-R	test cpd	07/26/2024	07/26/2027
0197-0000-24-003-A	TEST CPD Activity	07/25/2024	07/25/2027
0197-0000-24-003-E	TEST CPD Activity	07/25/2024	07/25/2027
0197-0000-24-003-L	TEST CPD Activity	07/25/2024	07/25/2027
0197-0000-24-003-P	TEST CPD Activity	07/25/2024	07/25/2027

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.