

ACPE CPD Platform User Guide

Getting Started

Overview

My CPD is a web-based platform that allows you to create, record and maintain your continuing professional development (CPD). You can build and evaluate personal development plans, document learning activities, and upload supporting evidence of learning and its impact in practice. **My CPD** accounts for accredited CE as well as other CPD activities undertaken in order to maintain and advance competencies in areas relevant to professional responsibilities.

The components of **My CPD** represent the five CPD stages:

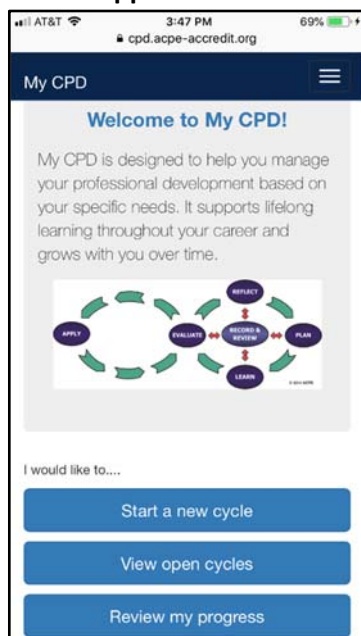
REFLECT	Consider current/future practice and professional development needs based on defined competencies.
PLAN	Create a personal development plan to address identified learning needs, set SMART learning objectives, and identify activities and resources to meet goals.
LEARN	Implement the plan using a range of learning activities and methods; document all learning (CE and non-CE) that occurred to meet goals and objectives.
EVALUATE	Assess (1) outcomes and effectiveness of the plan in meeting stated learning needs and goals and (2) the impact of the application of learning.
APPLY	Document how acquired knowledge, skills, attitudes, and values have been applied into practice.

This guide will provide information on how to navigate and record information in **My CPD**.

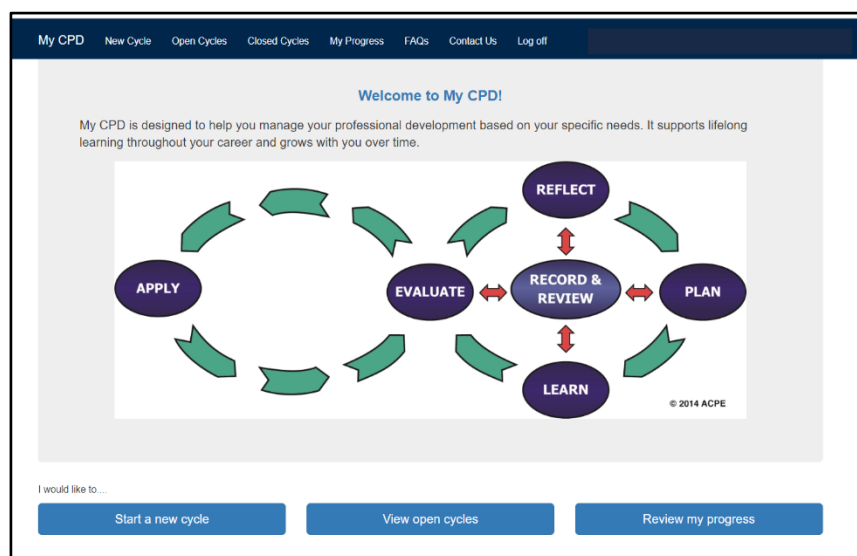
Home Page

My CPD can be accessed via the CPE Monitor Plus mobile app or web browser.

Mobile app view



Web-based view



Menus/Structure

My CPD is made of up several menus you can access by clicking on the relevant link.

My CPD New Cycle Open Cycles Closed Cycles My Progress FAQs Contact Us Log off

- **My CPD** - Takes you to the main page of My CPD.
- **New Cycle** - Allows you to name and create new CPD cycles.
- **Open Cycles** - Displays your open cycles including the date started, date last modified, and progress status.
- **Closed Cycles** - Displays your completed and closed cycles. Closed cycles can be moved to Open Cycles, if needed.
- **My Progress** - Displays an overview of all your CPD cycles, both open and closed. This function can be useful once you have multiple cycles created.
- **FAQs** - Provides answers to frequently asked questions.
- **Contact Us** – Allows you to send messages. You may also email us directly at cpdinfo@acpe-accredit.org.

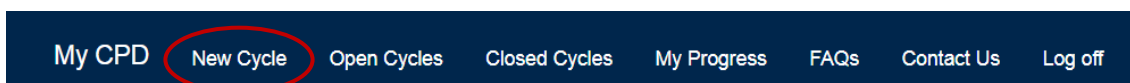
Creating and Editing CPD Cycles

New Cycles

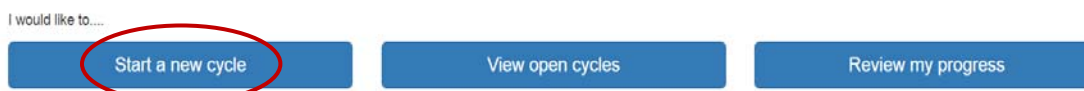
You can create a CPD cycle for any aspect of your professional development on which you would like to focus. It could be something that is achievable in a shorter timeframe (e.g., developing a medication-use evaluation process, assessing patient health literacy) or it could be something that requires a longer timeframe and a greater amount of learning and resources to accomplish (e.g., implementing an antimicrobial stewardship program, achieving board certification). The important thing is that your CPD cycles are relevant to your area of practice and reflect the work you do.

To create a new CPD cycle, select either:

- **New Cycle** from the menu bar at the top of the web page (pictured) or hamburger menu when accessing via the app



- Or **Start a new cycle** at the bottom of the home page



1. Enter a title for the CPD cycle. Choose a title that relates to the area you have identified.
2. Click on **Select the stage to start in** to select the stage of the cycle at which you want to begin: REFLECT, PLAN, or LEARN. Most cycles will begin at REFELCT, allowing you to think about and document what competency areas you want to develop or improve. However, as not all learning stems from reflection, **My CPD** also allows you to begin at PLAN or LEARN. For example, a learning activity (e.g., reading a journal article, discussion with a colleague about patient care or practice issue) may be undertaken without prior reflection or planning due to a specific event that occurs in practice. If not relevant to an existing CPD cycle, such learning could be documented as a CPD cycle starting at LEARN.

3. Click on **Date range for personal development plan** to record the anticipated timeframe to complete the cycle. This field can be edited later.
4. Click **Save**. Your new CPD cycle will appear in **Open Cycles** where you can start editing.

Open Cycles

This section of **My CPD** provides a list of all your open cycles with the most recently modified at the top. Click on the desired cycle you would like to open and edit.

The image shows two screenshots of the 'My CPD' application interface. The top screenshot shows the 'Open Cycles' tab selected in the navigation bar. Below the navigation bar, the 'My Open Cycles' section lists three cycles: 'Residency Preceptor Development', 'Opioid Stewardship Program', and 'Patient/Family Education Program'. The 'Patient/Family Education Program' is circled in red. The bottom screenshot shows the 'Edit Cycle' page for the 'Patient/Family Education Program'. It displays the cycle's start and last modified dates, a date range selector set to '6 months or less', and a progress bar on the left with five colored segments: green, yellow, red, red, and red. The progress bar is labeled with the stages: REFLECT, PLAN, LEARN, EVALUATE, and APPLY.

You can view your progress for each CPD stage in the **Edit Cycle** page based on the color scheme:

- Green = Completed
- Yellow = Saved but not completed (in progress)

- Red = Not yet attempted
- Grey = Does not require completion (e.g., cycles starting at LEARN, cycles that don't include APPLY)

Editing Cycles

CPD Cycles in **My CPD** are comprised of five stages: REFLECT, PLAN, LEARN, EVALUATE, and APPLY. Click on the stage name to open that stage and view the associated questions or prompts. Click on each question to see the response options, using tick boxes or text boxes to complete the stage. Each stage also includes Personal Notes for recording additional details, if desired.

REFLECT

The initial step in CPD is reflecting on one's practice to identify learning needs and goals. Competency areas requiring professional development should be identified as well as the sources or catalysts for reflection.

The screenshots illustrate the 'REFLECT' stage of the CPD cycle. The top screenshot shows the 'REFLECT' header and 'Patient/Family Education Program' details. The middle screenshot shows the 'Q: What areas do you want to develop or improve?' dropdown menu. The bottom screenshot shows the 'Q: How did you determine the areas you want to develop or improve? (Select all that apply)' list of options. Red arrows indicate the flow from the dropdown to the list of options.

My CPD New Cycle Open Cycles Closed Cycles My Progress FAQs Contact Us Log off

REFLECT

Patient/Family Education Program

Started: 5/1/2018 10:14 AM
Last Modified: 5/1/2018 10:14 AM
Completed: ----

Q: What areas do you want to develop or improve? ▼

Q: How did you determine the areas you want to develop or improve? (Select all that apply)

Personal Notes ▼

Save Complete Cancel Back To Cycle

My CPD New Cycle Open Cycles Closed Cycles My Progress FAQs Contact Us Log off

Q: What areas do you want to develop or improve? ▼

Pharmacist Competency Areas

- Adopted from CAPE Educational Outcomes 2013 – for more information: <https://www.aacp.org/resource/cape-educational-outcomes>

Knowledge

- Foundational Knowledge

Practice and Care Essentials

- Patient-centered care
- Medication use systems management
- Health and wellness promotion
- Population-based care

Practice and Care Approaches

- Problem-solving
- Educator
- Patient Advocacy
- Interprofessional collaboration
- Cultural Sensitivity
- Communication

Personal and Professional Development

- Completed a self-assessment
- Received feedback about my performance (e.g. performance review/appraisal, feedback from manager/colleague)
- Presented with a specific education-related patient or practice situation
- Discussion with peers or other health care professionals
- Reading literature (e.g. journals, internet)
- Engagement in teaching or precepting
- Involvement in research or writing
- Participated in a CE Activity
- Other

Personal Notes ▼

Save Complete Cancel Back To Cycle

PLAN

Once learning needs have been identified, a personal development plan is created to help ensure that goals are achieved. Planning involves the process of defining SMART learning objectives. SMART learning objectives are defined as:

- **Specific**: state clearly and concisely what you will be able to do
- **Measurable**: include an observable or quantifiable action or behavior; avoid vague terms
- **Achievable**: integrate action that is feasible/attainable; ensure realistic expectations
- **Relevant**: align with practice and/or organizational goals
- **Timed**: include a target date for completion

Examples:

- Vague: I want to learn more about statin drugs.
- SMART: By December 20xx, I will be able to explain the therapeutic differences between the three major statin drugs taken by my patients.
- Vague: I want to understand ways to decrease tobacco use.
- SMART: I will create a health promotion event within my local community at the upcoming Great American Smokeout in order to provide education on smoking cessation services and resources.

Each CPD cycle can include up to three learning objectives. One objective may be adequate for some CPD cycles, while others may benefit from multiple objectives to aid in achieving your professional development goal (e.g., new service implementation).

The PLAN stage also involves identifying learning activities to help meet your objectives. With **My CPD**, you are not limited to continuing education (CE) activities recorded in your CPE Monitor transcript. You may find relevant learning activities from other sources, both formal and informal. You are encouraged to select and engage in learning activities that are most beneficial to your practice, e.g., patient care, research, administration, industry, etc.

The menu of learning activities in **My CPD** is organized into the following categories:

- **Continuing Education** - formal, structured CE activities (e.g., ACPE-accredited provider, Board of Pharmacy approved)
- **Academic/Professional Study** - structured non-CE education or unstructured autonomous learning
- **Scholarly Activities** - generation and dissemination of knowledge to advance practice or profession
- **Teaching and Precepting** - active involvement in the education and training of others
- **Workplace Activities** – work experiences that promote learning and professional development
- **Professional/Community Service** - contributions or leadership in professional or community activities that align with professional/career goals

Guidance on selecting CPD activities

When creating a learning plan, activity selection should be based on the following criteria:	<ul style="list-style-type: none"> • The activity addresses a defined or established educational need or career goal; • The activity aids in achieving a specific learning objective included in the learning plan; • The activity links to meaningful professional development; and • The effectiveness of the activity is evaluated based on measurable outcomes and impact in practice.
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After identifying types of learning activities (e.g., CPE activities, healthcare literature, in-service training), you can document specific activities you would like to complete as part of your personal development plan.

- When selecting “CPE activities by ACPE-accredited providers”, you can search for available CPE activities using the **Add ACPE-Accredited Activities** button. This function allows you to generate a custom search based on the competencies selected in REFLECT and keywords associated with objective(s) created in PLAN. If the custom search does not provide relevant CPE activities, the search can be further refined. Clicking **Add** will allow you to enter a target completion date and add the activity to your plan.

Your CPD Objectives Analyzer - Relevant Keywords

The keywords with perceived relevance based on the content of your CPD objective(s) are listed below. Please select up to three keywords to focus your activity search.

☐ Preventative Medicine

☒ Smoking Cessation

☒ Education

Continuing Education - CPE activities by ACPE-accredited providers

Add ACPE Accredited Activities

CPE Activity Search Results

Competencies: Health and wellness promotion, Population-based care, Patient Advocacy, Communication

Topic Keywords: Smoking Cessation, Education

Click on a UAN to view the detail of an activity.

Click the "Add" button to add an activity to your CPD learning plan.

Click for additional search criteria. ▼

[Back To Plan](#)

Action	Course Title	UAN	Contact Hours (CEUs)	City	Activity Type	Live Date	Expiration Date	Provider
Add	Tobacco Cessation: Pertinent Pearls and Putting them into Practice	0036-9999-22-111-L04-P	1 (0.1)	Eugene	Knowledge	02/27/2022	02/27/2022	Oregon State University

Continuing Education - CPE activities by ACPE-accredited providers

Add ACPE Accredited Activities

Activity	Target Completion Date	
0036-9999-22-111-L04-P - Tobacco Cessation: Pertinent Pearls and Putting them into Practice	02/27/2022	Delete

- When selecting other learning activities (i.e., non-ACPE CE), you can include descriptions and target completion dates for the activities you intend to complete.

Academic/Professional Study - Participating in conferences, workshops

Target Completion Date: 12/03/2022

Description: Participate in ASHP MCM meeting roundtable on establishing smoking cessation services.

Academic/Professional Study - Reading/reflecting on healthcare articles/literature

Target Completion Date: 03/01/2022

Description: Review the 2021 American Thoracic Society guidelines on medications for smoking cessation.

LEARN

After creating learning objectives and identifying learning activities, the plan is put into action through engagement in a range of learning opportunities and methods such as structured formats (e.g., attending a CE workshop, completing an on-demand webinar) or informal learning resources (e.g., reading articles on a particular topic, discussing an issue with colleagues).

To document learning activities you have completed:

- Click on **Add** button to add a CPD learning activity.
- Click on **Select Activity** and choose the activity from the menu.
- For CE activities (ACPE and non-ACPE):
 - Select a date range (**CPEActivityDateFrom** and **CPEActivityDateTo**) to search for activities in your CPE Monitor transcript and click **Search**.
 - Click the corresponding tick box to select the desired CE activity/activities.
 - Click on **Save** button to complete entry. It will appear in the **Activity** list.

Learning Activity: CPE activities by ACPE-accredited provi

CPEActivityDateFrom: 06/01/2019 **CPEActivityDateTo:** 08/31/2019 **Search**

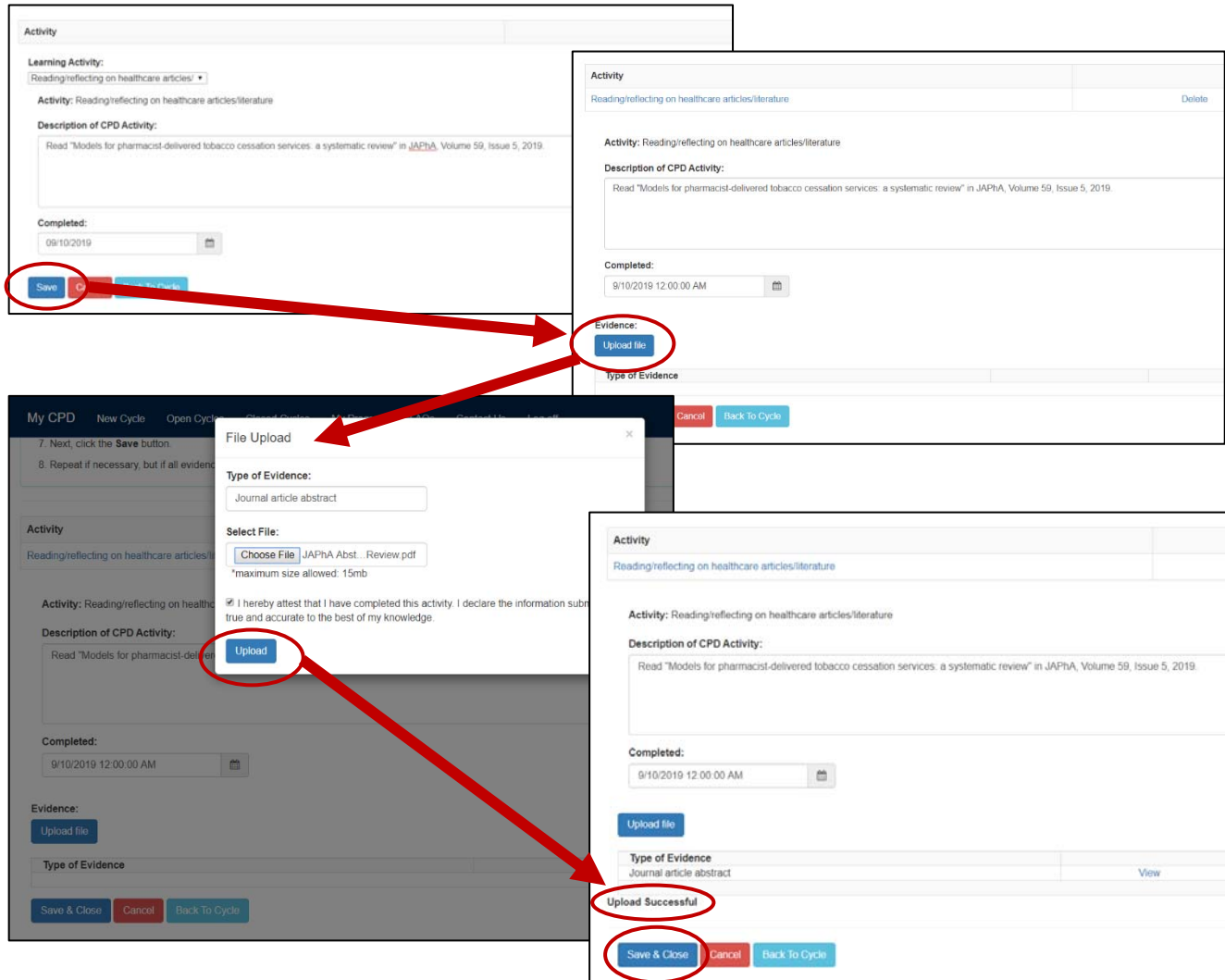
Activity

Select	Date	Description	Hours	Activity Type
<input type="checkbox"/>	7/15/2019	Evidence-Based Interventions to Promote Learner Interest and Motivation: Indications, MOA, Administration, and Monitoring	1	ACPE
<input type="checkbox"/>	7/15/2019	Co-Curriculum Assessment Modalities Across Accredited Pharmacy Programs	1	ACPE
<input type="checkbox"/>	7/14/2019	Opening General Session: Leadership in Turbulent Times	0.75	ACPE
<input checked="" type="checkbox"/>	7/14/2019	Fostering Innovation in Your CPE Program: Best Practices Workshop for CPE Administrators by CPE Administrators	1	ACPE

Save **Cancel** **Back To Cycle**

4. For non-CE activities

- Enter a brief description in the **Description of CPD Activity** text box and enter date completed using the calendar icon (📅).
- Click **Save**.
- After the page refreshes, click on **Upload file** button to display a pop-up window for uploading supporting evidence.
- In the pop-up window, 1) complete the **Type of Evidence** text box, 2) click on the **Choose File** button to select the desired file to upload, 3) click the tick box next to the attestation statement, and 4) click **Upload**. Note: Attestation must occur for evidence to upload.
- "Upload Successful" will appear on the main page. Click **Save & Close** to complete the entry.



- Repeat as necessary to add more learning activities.
- Once all activities have been entered and saved, click on **Complete** button to finish the stage.
Note: After completing the stage, clicking on **Re-Open** button will allow for additional entries.



Menu of CPD Activities and Sample Evidence

Category	CPD Activities	Sample Evidence
Continuing Education	<ul style="list-style-type: none"> CE activities by ACPE-accredited providers Non-ACPE CE activities (e.g. CME, BOP) 	<ul style="list-style-type: none"> CPE Monitor statements of credit, transcript Non-ACPE CE statements of credit
Academic/ Professional Study	<ul style="list-style-type: none"> Conferences, workshops Certificate courses Academic courses, postgraduate education Reading/reflecting on healthcare literature Leading/participating in journal clubs 	<ul style="list-style-type: none"> Academic transcripts, course syllabus Certificate of attendance/completion Independent learning contract Journal article; citation, abstract
Scholarly Activities	<ul style="list-style-type: none"> Conducting research in professional field Presenting/publishing scholarly works Preparing/writing grant proposals Content reviewer 	<ul style="list-style-type: none"> Research proposal, approved IRB Abstract, publication, grant summary Reviewer disposition letter Publication acceptance letter
Teaching and Precepting	<ul style="list-style-type: none"> Presenting, authoring educational content Teaching/precepting students, residents, others Peer coaching or mentoring programs 	<ul style="list-style-type: none"> Acceptance letter for presentation, poster Copy of abstract, educational content Faculty agreement Precepting, mentoring documentation
Workplace Activities	<ul style="list-style-type: none"> Point-of-care learning In-service training; job shadowing Implementing performance improvement projects Serving on a committee Consultation with peers, healthcare experts 	<ul style="list-style-type: none"> Summary of point-of-care interventions Performance improvement measures Record of in-service, training Meeting minutes, summaries
Professional Service	<ul style="list-style-type: none"> Active involvement in professional organizations Involvement in advocacy, outreach Volunteer experiences 	<ul style="list-style-type: none"> Description of duties Letter documenting appointment, election Certificate, Attestation of service

BOP = Board of Pharmacy, IRB = Institutional Review Board

To view details of learning activities recorded in LEARN:

- Click on the desired activity in the **Activity** list.
- For non-CE activities, you can download and view activity evidence by clicking on **View**.
- For CE activities (ACPE and non-ACPE), evidence (e.g., statement of credit, transcript) can be found in your CPE Monitor profile.
- Note: Saved activities and evidence can be deleted in LEARN.

The image displays two screenshots of the LEARN interface, illustrating how to view details of learning activities. Both screenshots show a list of activities under the 'Activity' header. In the left screenshot, the activity 'Reading/reflecting on healthcare articles/literature' is selected, and a red arrow points to a detailed view of this activity. In the right screenshot, the activity 'CPE activities by ACPE-accredited providers (0581-0000-19-047-L04-P)' is selected, and a red arrow points to a detailed view of this activity. The detailed views show the activity description, completion date, and a 'View' button for evidence.


EVALUATE

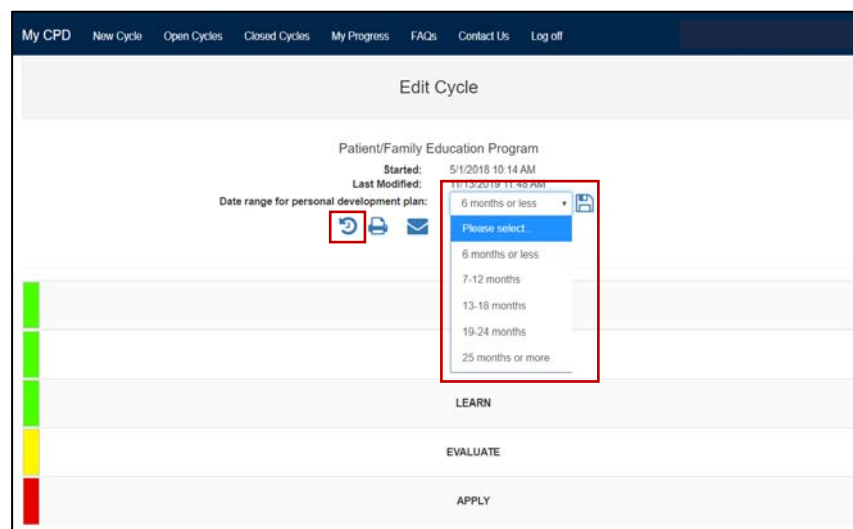
Critical to CPD is assessing the outcomes or “success” of the plan in meeting stated learning needs and goals. If learning needs are not fully met, it may be possible to identify further development needs at this stage. Evaluation can lead to additional reflection, which continues the ongoing cyclical process of CPD.

The EVALUATE stage allows you to document status of your CPD cycle: **In Progress**, **Complete**, or **Unable to Complete**.

If **In Progress**, you will be prompted to choose a reason why:

- More information or learning is needed
- More time is needed
- Modify learning objective(s)
- Additional reflection on professional development needs
- Other

While **In Progress**, you should consider what additional learning might be need and continue to engage in and record relevant activities in LEARN. Additionally, you may need to modify the date range for cycle completion (on **Edit Cycle** page) and/or add/modify learning objectives in PLAN. Changes made to a CPD cycle can be tracked by clicking on History icon  on the **Edit Cycle** page.



If **Complete**, you will be prompted to evaluate:

- The extent to which each learning objective was achieved: **Fully**, **Partially**, or **Not Achieved**. If the objective was not fully achieved, please provide comment.
- The outcome of your learning:
 - **Intend to implement in practice** – allows progression to APPLY stage
 - **Reinforced current knowledge, skills, practice** – APPLY stage does not require completion

If **Unable to Complete**, you will be prompted to describe why you were unable to complete the cycle.

Note: If **In Progress**, the EVALUATE stage can only be saved. In order to complete the stage, the status must be **Complete** or **Unable to Complete**.

APPLY

This stage represents the crucial process of bringing learned knowledge, skills, attitudes, and values to one's work and using it to impact practice and/or patient care. It is a fundamental distinction between CPD and traditional CE.

In APPLY, you will be asked to indicate if you were able to implement what you learned into practice.

- If **Yes**, you will be prompted to choose how learning impacted your practice.
- If **No**, you will be prompted to indicate barriers preventing implementation.

The image illustrates the 'APPLY' stage of the ACPE My CPD system, showing the process of indicating implementation and uploading documentation.

Top Screenshot: Main Form

- Navigation: My CPD, New Cycle, Open Cycles, Closed Cycles, My Progress, FAQs, Contact Us, Log off
- Section: APPLY
- Activity: Residency Preceptor Development
- Status: Started: -- Not Started --, Last Modified: ---, Completed: ---
- Question: Q: Was I able to implement what I learned into my practice?
 - ☒ Yes
 - ☐ No
- Section: Personal Notes
- Buttons: Save, Complete, Cancel, Back To Cycle

Right Screenshot: 'Yes' Path Details

- Question: Q: Was I able to implement what I learned into my practice?
 - ☒ Yes
 - ☐ No
- Question: Q: How did Implementation of learning impact your practice? (select all that apply)
 - ☐ Improved my confidence
 - ☐ Confirmed appropriate care/service/practice
 - ☐ Shared information with colleagues
 - ☐ Addressed patient-specific concern/need
 - ☐ Modified existing services/practices
 - ☐ Established new service/practice
 - ☐ Improved cost savings
 - ☐ Improved effectiveness/quality of drug therapy
 - ☐ Other:
- Section: Personal Notes
- Buttons: Save, Complete, Cancel, Back To Cycle

Bottom Left Screenshot: 'No' Path Details

- Question: Q: Was I able to implement what I learned into my practice?
 - ☐ Yes
 - ☒ No
- Question: Q: What barriers or reasons prevented implementation into practice?
 - ☐ Lack of time
 - ☐ Lack of resources (e.g., financial, technology, personnel)
 - ☐ Systems-related
 - ☐ Change positions/practice
 - ☐ Other:
- Section: Personal Notes
- Buttons: Save, Complete, Cancel, Back To Cycle

Bottom Right Screenshot: Documentation Upload

- Question: Q: Was I able to implement what I learned into my practice?
 - ☒ Yes
 - ☐ No
- Question: Q: How did Implementation of learning impact your practice? (select all that apply)
- Section: Documentation
 - Upload file:
 - Description:
- Section: Personal Notes
- Buttons: Save, Complete, Cancel, Back To Cycle

Text Box: A 'Yes' response will also allow you to upload supporting documentation after you click on **Save**.

Documentation Examples of Application of Learning

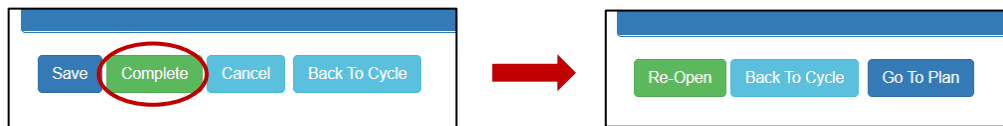
(Adapted from CPD Portfolio for Healthcare Professionals. ACPE & Pharma Expert 2017)

- Adverse Drug Reaction (ADR) identification/resolution
- Improved medication adherence
- Medication review summary
- Medication Therapy Management (MTM) outcomes (e.g., preventing interactions, screening results, changes to medication therapy)
- Public health campaign results
- Educational leaflets or resources for patients
- Medication Use Evaluation (MUE) results
- Immunization services documentation

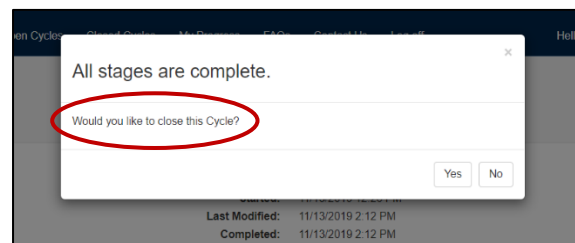
Saving and Completing CPD Stages and Cycles

For each stage, you have the choice to select **Save** or **Complete**.

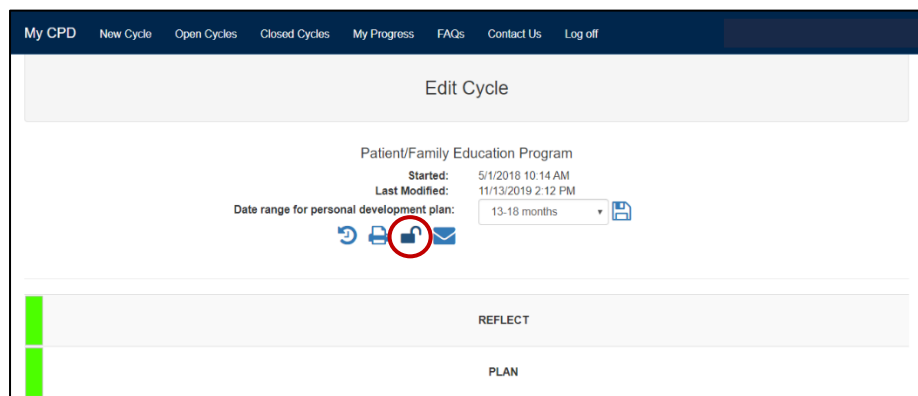
- **Save** can be used when stages are in progress but not yet fully complete – it allows you to save your work and return to it later. Stages that have been saved will show as yellow in **Edit Cycle** and **My Progress**. Note: If you leave a stage without saving it, the information will be lost.
- **Complete** indicates the stage has been finished and will show as green in **Edit Cycle** and **My Progress**. Once a stage is complete, you have the option to **Re-Open**, go **Back to Cycle**, or go to the next stage.



Once all applicable stages are complete (green), the cycle can be archived in **Closed Cycles**. Upon completing the final stage, you will be prompted to close the cycle.






If you select 'No', you have the option of closing the cycle from **Edit Cycle** by clicking on the lock icon.

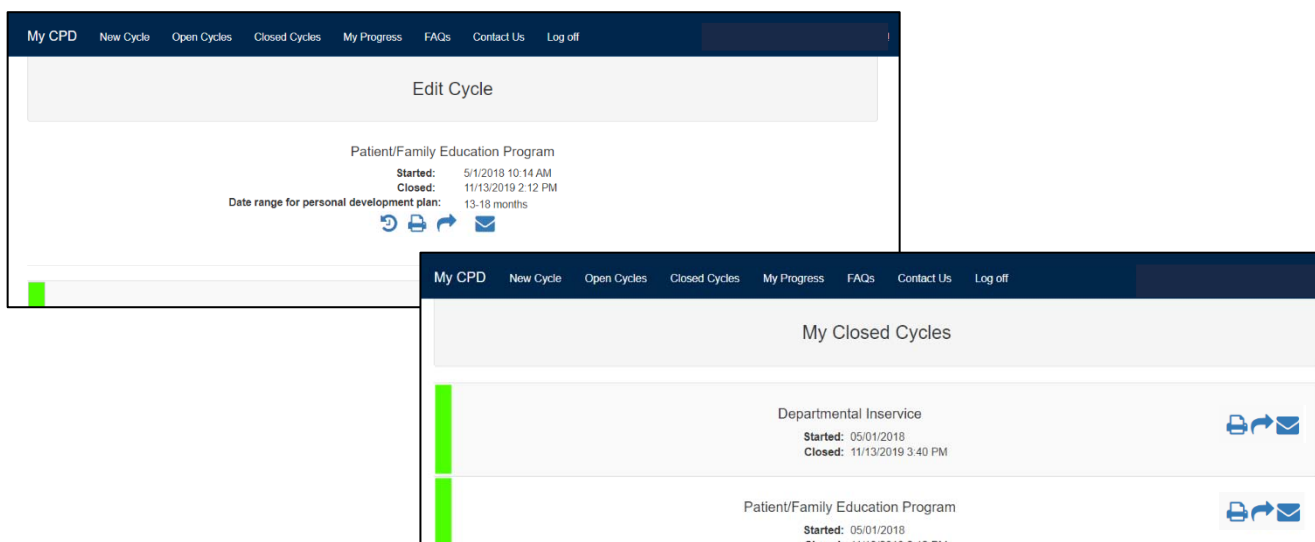


Exporting CPD Cycles

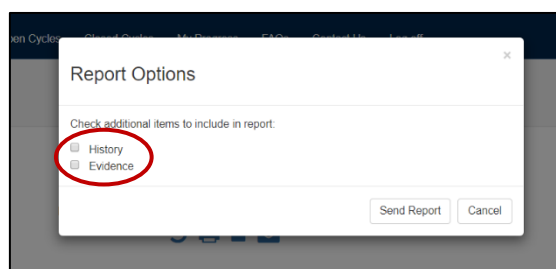
CPD cycle summaries can be exported from **My CPD** in three ways:

- Print Cycle function : cycles can be printed or saved as PDFs
- Send to Self function : cycles can be sent to your email account
- Share with Others function : cycles can be sent to other email accounts for a specified time

All functions are accessible from the **Edit Cycle** page for a specific cycle or from the list of CPD cycles in **Open Cycles** and **Closed Cycles**.



When you print or email a cycle summary to yourself, you have the option to include cycle history and/or supporting evidence.



When you share with others, include the email address(es) and end date for sharing. You have the option to include supporting evidence. After selecting **Share**, the message “Successfully shared CPD Cycle with...” will appear on the **Edit Cycle** page along with a sharing log at the bottom of the page. You have the ability to **Stop Sharing** at any time.



Monitoring Progress

My Progress accounts for all CPD cycles (opened and closed) and displays the status of cycle stages.

[My CPD](#)
[New Cycle](#)
[Open Cycles](#)
[Closed Cycles](#)
[My Progress](#)
[FAQs](#)
[Contact Us](#)
[Log off](#)

My Cycle Progress

Cycle Name (Open)	REFLECT	PLAN	LEARN	EVALUATE	APPLY	Last Edited
GMM Philosophy of Practice						10/21/2019 5:20 PM
Test						8/17/2018 1:37 PM
Test CPD Cycle						11/13/2019 12:01 AM

Cycle Name (Closed)	REFLECT	PLAN	LEARN	EVALUATE	APPLY	Last Edited
Test 050219						5/2/2019 7:59 PM
Test 040319						4/4/2019 3:57 PM

LEGEND

Stage not yet attempted

Stage saved but not complete (in progress)

Stage completed

Stage does not require completion (applies to cycles starting at LEARN or cycles that don't include APPLY)