Creating a Certificate Program in the Provider Web Tool

Updated by ACPE staff
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How to create a Certificate Program in the Provider Web Tool

OPTION 1: CREATE NEW ACTIVITY

Under “Activity Forms”, click “Create New Activity” and then hit BEGIN.

Fill in the information for the Certificate Program as you usually would for an activity (year, title, target audience, topic designator, etc.) For “Activity Type”, select CERTIFICATE PROGRAM.
After selecting Certificate Program, the following pop-up will appear:

If the answer is **YES**, click yes and continue to fill out the activity form as you usually would.

Please note that the Certificate Program needs to be **at least 8 contact hours**. As noted in the screenshot above, the **total live and home hours need to be entered in the home and live tabs separately**. The total contact hours for the whole program will then populate on the general tab.

Once you complete filling out the CP information, hit submit and you will receive the UAN(s) as seen below:

* For Certificate Program Activities - please enter total Live Hours and total Home Hours on the Live and Home tabs.

If the answer is **NO**, click no and continue to fill out the activity form as you usually would.
Once you have the rest of your CP filled out in the web tool and hit submit, you will get a UAN as seen below. Take note that, because your program has multiple UANs, you now have the option to “Open Cert. Program” from this page.

The ADF has been submitted to ACPE.

Universal Activity Number (UAN) Variations:
0197-0000-21-018-H05-T

Back
Review or make additional changes to the current activity.

Print/Preview
View the current activity information.

Search
Perform a new search.

Open Cert. Program
Open/Edit Certificate Program...

Please click here to return to the main menu.

If you choose the option to open your CP, you will be taken to the following screen:

Edit Certificate Program
From the “Edit Certificate Program” page, you will be able to:

- Edit the year
- Sequence number
- Edit the title
- Edit the contact hours
- Edit the release date
- Add UANs to the program - you can use the drop-down shown above to search for UANs

**Option 2: Create Certificate Program**

Once you log into the web tool, you will see the option to create a CP as shown below:

![Create Certificate Program](image)

If you choose this option instead of creating a new activity, you will automatically be taken to this screen:
From this screen, you will add all of your CP information:

- Year of the program
- Sequence number
- Title
- Description
- Contact hours
- Release date
- All supplemental UANs using the drop down. Once UANs are selected, they will appear in the “UAN list” box.

Once you submit the program, you will be given the certificate program UAN:

Certificate Program Number:
0197-21-019-CP

Back
Review or make additional changes to the current certificate program.

Print/Preview
View the current certificate program information.

Search
Perform a new search.
How to submit credit for a certificate program

- If there are multiple UANs that make up the CP, all supplemental UANs need to be completed and submitted to CPE Monitor **before** submitting the CP UAN.
- If all supplemental UANs are not completed by the learner, they will not receive the certificate and will only get credit for the portions they have completed.