If you plan and conduct Certificate Programs, please note that one Certificate Program may include one module (one UAN) or multiple modules (multiple UANs). The provider should first input the modules of the Certificate Program in the Provider Web Tool. Then complete the Certificate Program form to designate which UANs are included in the Certificate Program. In the next pages, a couple of options are provided as to how to input a Certificate Program with one or modules in the Provider Web Tool.
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**

**Add Activity**

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 15 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:

**The ADF has been submitted to ACPE.**

- 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.

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:

If you choose this option instead of creating a new activity, you will automatically be taken to this screen:

**Edit Certificate Program**
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

Once the activity is conducted and upon completion of the requirements for credit of the Certificate Program, the provider should:

1. Award ACPE CE credit to the pharmacist and/or pharmacy technician for the UANs (modules) completed via CPE Monitor®, and, if applicable.
2. Award completion of the ACPE Certificate Program (CPN) via CPE Monitor® as noted below.

Upload credit for completion of Certificate Programs:

For a given Universal Activity Number (UAN) that is part of a Certificate Program, the provider will upload each participant’s NABP e-profile ID number, month and day of birth (MMDD), UAN, and date of participation within 60 days of the learner engaging in the CE activity via CPE Monitor®.

If all components of a Certificate Program are completed, the provider will upload each participant’s NABP e-profile ID number, month and day of birth (MMDD), Certificate Program Number (CPN), and date of participation within 60 days of the learner completing the Certificate Program via CPE Monitor®. The existing Microsoft Excel and CSV templates may be used to award certificate program completion. In the ACPE UAN column please provide the Certificate Program Number (CPN) and in the Date of Participation column, enter the date the certificate was awarded to the learner. The same process may be used if submitting via the web form or via web services. Please note: the learner must have at least one ACPE UAN component (ACPE credit) of the certificate submitted and accepted by NABP prior to the submission of the certificate program completion.

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

After CPE and Certificate Program units are processed by ACPE and NABP, pharmacists and pharmacy technicians will be able to login to their NABP e-profile to access information about their completed CPE and Certificate Programs as well as print a completed statement of credit and certificate of completion.