

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**

Add Activity

Please read carefully the instructions on each selected page before proceeding with your entries.

You can create a ADF three ways:

1. You may start a new ADF.
2. You may edit a ADF that you have previously saved, but not submitted.
3. You may add unique information to a template that you have previously saved. A template is typically created and used for those programs that will share most of the same information (i.e. date, location, etc.).

Start A New Activity

You will need to fill in the form below.

Begin

Pending Activities

- Jennifer Test (7/23/2019)
- Sterile Compounding and Ase; (7/23/2019)
- Template Test 2 (8/23/2017)
- test (5/1/2017)

Create Activity From Template

-- Select One --

Create Activity From Template

Add Template Remove Template

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**.

General Learning Objectives Keywords Grant Support Home Study Format

Year Activity Is Being Released: 21

Sequence Number (0001 - 9999): 012 Available Numbers

Title: _____

Provider: _____

Activity Id* * Please note - this field is to be used with the activity batch upload feature. The identifier entered must be a unique provider activity identifier generated in the provider's LMS or other activity management system.

Target Audience: Pharmacists Pharmacist Technicians Other _____

Topic Designator: The Topic Designator is the last 2 digits of the Universal Activity Number and should be designated as follows:

- 01: Disease State Management/Drug Therapy - activities that address drugs, drug therapy, and/or disease states.
- 02: AIDS Therapy - activities that address therapeutic, legal, social, ethical, or psychological issues related to the understanding and treatment of patients with HIV/AIDS.
- 03: Law Related to Pharmacy Practice - activities that address federal, state, or local laws and/or regulations affecting the practice of pharmacy.
- 04: General Pharmacy - activities that address topics relevant to the practice of pharmacy other than those included in the classifications of drug/disease therapy related, HIV/AIDS therapy related, and law.
- 05: Patient Safety - activities that address topics relevant to the prevention of healthcare errors and the elimination or mitigation of patient injury caused by healthcare errors.
- 06: Immunizations - activities related to the provision of immunizations, i.e., recommend immunization schedules, administration procedures, proper storage and disposal, and record keeping. This also includes review for appropriateness of contraindication and identifying and reporting adverse drug events and providing necessary first aid.
- 07: Compounding - activities related to sterile, nonsterile, and hazardous drug compounding for humans and animals. This includes best practices and USP quality assurance standards, environmental testing and control, record keeping, error detection and reporting, and continuous quality improvement processes.
- 08: Pain Management - activities that address any component regarding the treatment and management of pain, including the prescribing, distribution and use of opioid medications, and/or the risks, symptoms, and treatment of opioid misuse/addiction.

-- Select --

Activity Type: Knowledge Application Certificate Program

Certificate Program Number: _____

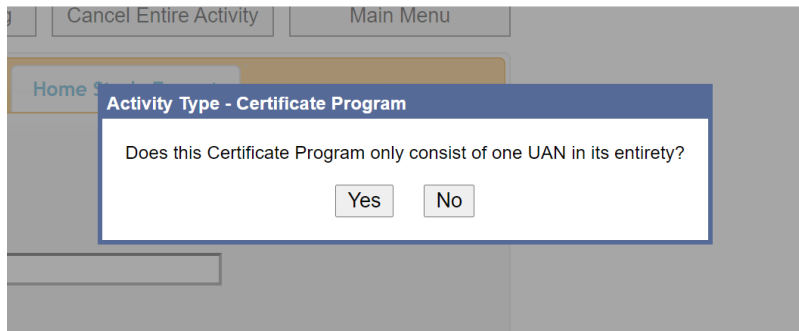
Regularly Scheduled Series: No Yes

Activity Format: Home Live Home and Live

REMS-RPC Funded: No Yes

Contact Hours: _____ - OR - CEUs: _____

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.

Contact Hours	<input type="text" value="25"/>	?	- OR - CEUs	<input type="text" value="2.5"/>	?
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* For Certificate Program Activities - please enter total Live Hours and total Home Hours on the Live and Home tabs.

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.

Universal Activity Number (UAN) Variations:

0197-0000-21-016-H01-P

- Review or make additional changes to the current activity.
- View the current activity information.
- Perform a new search.

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

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

General

Year Certificate Program Is Being Released: 21
Sequence Number (0001 - 9999): 017 Available Numbers
Certificate Program Number: 0197-21-017-CP
Title: test
Description: test

Contact Hours: 17 - OR - CEUs: 1.7

Release Date: 05/31/2021 Planned Expiration Date: 05/31/2024

Certificate Program Status: Submitted

UAN and Title Filter: 0197-0000-21-001-L04-P / Test with Gi Add

UAN List: 0197-0000-21-019-H01-T Delete

To remove a UAN, select the item above and click "Delete".

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:

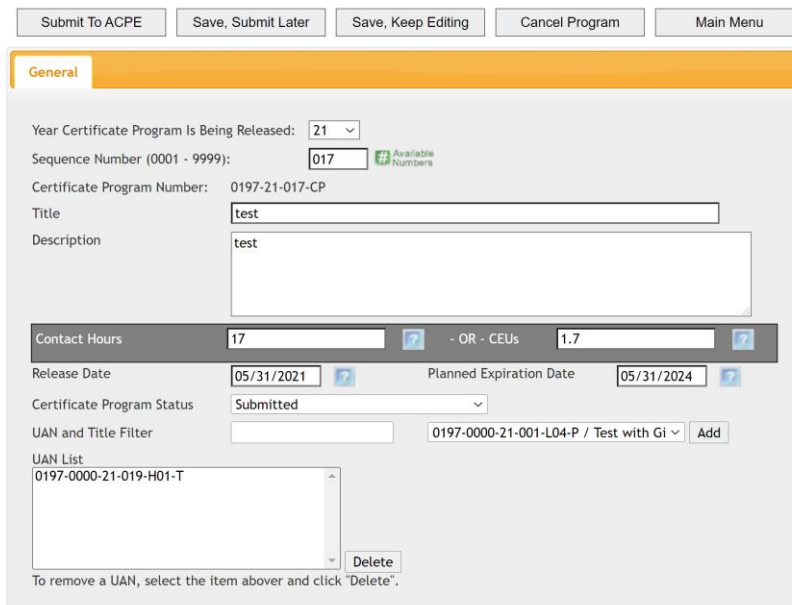
Certificate Program

What would you like to do:



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

Edit Certificate Program

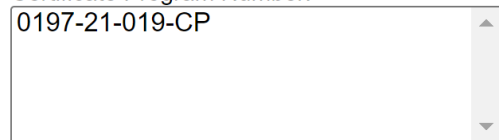
A screenshot of the 'Edit Certificate Program' form. At the top, there are five buttons: 'Submit To ACPE', 'Save, Submit Later', 'Save, Keep Editing', 'Cancel Program', and 'Main Menu'. Below the buttons is a 'General' tab. The form fields include: 'Year Certificate Program Is Being Released:' (dropdown menu with '21' selected), 'Sequence Number (0001 - 9999):' (text input with '017' and a green '# Available Numbers' icon), 'Certificate Program Number:' (text input with '0197-21-017-CP'), 'Title' (text input with 'test'), 'Description' (text area with 'test'), 'Contact Hours' (text input with '17' and a question mark icon), '- OR - CEUs' (text input with '1.7' and a question mark icon), 'Release Date' (text input with '05/31/2021' and a question mark icon), 'Planned Expiration Date' (text input with '05/31/2024' and a question mark icon), 'Certificate Program Status' (dropdown menu with 'Submitted' selected), 'UAN and Title Filter' (text input with '0197-0000-21-001-L04-P / Test with Gi' and an 'Add' button), and 'UAN List' (text area with '0197-0000-21-019-H01-T' and a 'Delete' button). Below the 'UAN List' is a note: 'To remove a UAN, select the item abover and click "Delete".'

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.