Accreditation Council for Pharmacy Education

Provider Web Tool

User's Guide

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Request Change in Activity

ACPE providers are required to submit complete and accurate ADFs to the Provider Web Tool at least 14 days prior to the initial release date of the activity. Providers can edit the submitted ADF during that 14 day period, however once the release date passes the Provider Web Tool will block the provider from editing any retroactive information. To make an edit once the release date passes, this form will need to be completed with the activity brochure attached.

ACPE will assess late fees for assisting in changes to an ADF and/or assistance with an ADF never submitted through the Provider Web Tool after the activity has occurred. ACPE charges a $200 fee per UAN to assist with changes. Payment will need to be received in advance of any changes.

Changes after the release date includes, but are not limited to:
Credit hour changes, title modifications, release/expiration date, type of activity, typos, sequence number, topic designator, joint providership information, adding additional format and backdating activity information.

Upon submission of the Request Change in Activity form, the provider's current CEA will receive an automatic email with language explaining this policy and a link to ACPE's PayPal account to pay the fee. Upon confirmation of payment, ACPE will make the desired changes listed on the form. Please allow up to 14 days for ACPE to process a request form.

Provider Verification Form

The Provider Verification Form allows the provider to update any address or contact changes to their Provider Web Tool account. Providers are asked to regularly review the information in the Provider Verification form for accuracy. The Provider Web Tool houses two primary contacts for each accredited provider: the CEA as the primary contact and the Supervisor as the secondary contact. The provider chooses who will be listed in those roles by filling out this form. ACPE will reach out to these two contacts with all accreditation-related information, materials, notices, etc. pertaining to that provider, so please ensure contacts are current. ACPE recommends having different provider staff listed as the CEA and Supervisor in case one party is unavailable. The contact information submitted in this form will populate on ACPE's website under the provider name and is public information.

If there is an administrative change, the provider should also develop a means by which the new administrator becomes familiar with ACPE standards, policies and procedures, including required participation in an ACPE Administrator's Workshop or the ACPE CPE Webinar Series.

Joint Providership Status
You will be able to indicate if you are a joint provider or not

Accreditation History

Providers are able to access their organization's ACPE accreditation history. This same information is public on the ACPE website under the provider's name.

Print Accreditation Certificate

This option allows providers to print or electronically save their official ACPE accreditation certificate.

ACPE Logo

This option allows providers to electronically copy the ACPE logo to use on their materials. If a different version is needed, please email info@acpe-accredit.org to request a different logo format.

P.L.A.N. Logo

This option allows providers to electronically copy this logo for their materials.