Provider Web Tool Updates
CE Requirements
### Topic Designators

- **99: Additional Topic Areas** - activities related to topics relevant to the practice of pharmacy not included in the classifications of the topic designators 01-08
- Differences in some definitions

<table>
<thead>
<tr>
<th>Topic Designator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td><strong>Disease State Management/Drug Therapy</strong> - activities that address drugs, drug therapy, and/or disease states.</td>
</tr>
<tr>
<td>02</td>
<td><strong>HIV/AIDS</strong> - activities that address therapeutic, social, ethical, or psychological issues related to the understanding and treatment of patients with HIV/AIDS.</td>
</tr>
<tr>
<td>03</td>
<td><strong>Law Related to Pharmacy Practice</strong> - activities that address federal, state, or local laws and/or regulations affecting the practice of pharmacy.</td>
</tr>
<tr>
<td>04</td>
<td><strong>Pharmacy Administration</strong> - activities that address topics relevant to the practice of pharmacy that include the economic, social, administrative and managerial aspects of pharmacy practice and health care.</td>
</tr>
<tr>
<td>05</td>
<td><strong>Patient Safety</strong> - activities that address topics relevant to the prevention of healthcare errors and the elimination or mitigation of patient injury caused by healthcare errors.</td>
</tr>
<tr>
<td>06</td>
<td><strong>Immunizations</strong> - 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 or contraindication and identifying and reporting adverse drug events and providing necessary first aid.</td>
</tr>
<tr>
<td>07</td>
<td><strong>Compounding</strong> - 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.</td>
</tr>
<tr>
<td>08</td>
<td><strong>Pain Management</strong> - 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.</td>
</tr>
</tbody>
</table>

99: Additional Topic Areas - activities related to topics relevant to the practice of pharmacy not included in the classifications of the topic designators 01-08.

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**Select**
When you create a new activity, you will notice there is a new tab called “CE Requirements”
Under “CE Requirements” you will find the following information:

- State board pharmacist CE requirements
- State board pharmacy technician CE requirements
- There are also 2 questions related to re-certification and state regulatory requirements

The following documents outline the current state board CE requirements for Pharmacy:

State Board Pharmacist CE Requirements for 2022
State Board Pharmacy Technician CE Requirements for 2022

In order to assist in the identification of specific CE Activities required for re-licensure or re-certification by Pharmacists or Pharmacy Technicians, please answer the following questions to the best of your ability.

1. Is this activity designed to meet specific re-certification requirement?  
   - No  
   - Yes  
   - Not Sure

2. Is this activity designed to meet a specific state regulatory requirement?  
   - No  
   - Yes  
   - Not Sure
The 50 state boards of pharmacy, District of Columbia, Guam, and Puerto Rico require that pharmacists participate in CPE activities as a prerequisite for relicensure. The requirements are fairly uniform regarding the types of programs that are recognized and the prescribed range of acceptable content matter. NOTE: One (1) CEU is equivalent to 10 contact hours (1 contact hour = 0.1 CEU).
1. Is this activity designed to meet specific re-certification requirements?

If “**Pharmacists**” is selected as the target audience under the “**General**” tab, the options seen here will appear if “**Yes**” is selected for question 1.
1. Is this activity designed to meet specific re-certification requirements?

If “Pharmacist Technicians” is selected as the target audience under the “General” tab, the options seen here will appear if “Yes” is selected for question 1.
2. Is this activity designed to meet specific state regulatory requirements?

If you answer “Yes” to question #2, check boxes for each state will appear and you will need to check the appropriate boxes.

Please also note that the options that appear for question 2 are determined by the topic designator that is chosen under the “General” tab.

(see next slide)
Based on the **Topic Designator** that is chosen under the “General” tab, question **2a** will populate as seen here.

```
2. Is this activity designed to meet a specific state regulatory requirement?  ○ No  ○ Yes  ○ Not Sure

** Please choose one or more states **

- Alaska
- Connecticut
- Iowa
- Louisiana ✔
- Missouri
- New Hampshire
- Oklahoma
- South Dakota
- Vermont
- Alabama
- D. C.
- Idaho
- Massachusetts
- Mississippi
- New Jersey
- Oregon
- Tennessee
- Washington
- Arkansas
- Delaware
- Illinois
- Maryland
- Montana
- Nevada
- New Mexico
- Pennsylvania
- Texas
- Wisconsin
- Arizona
- Florida
- Indiana
- Maine
- North Carolina
- Ohio
- Puerto Rico
- Utah
- West Virginia
- California
- Georgia
- Hawaii
- Iowa
- Kansas
- Michigan
- Minnesota
- Missouri
- New Hampshire
- New Jersey
- New Mexico
- New York
- North Carolina
- North Dakota
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Rhode Island
- South Carolina
- South Dakota
- Tennessee
- Texas
- Utah
- Virginia
- Washington
- Wisconsin
- West Virginia
- Wyoming

2a. Does the content of the CE activity address any of the following areas?

** Choose one or more value **

- Child Abuse Prevention or Reporting
- Collaborative Practice
- Contraception
- Cultural Competency
- Diversity, Equity, Inclusion (including bias)
- Lesbian, gay, bisexual, transgender and queer or questioning (LGBTQ)
- Human Trafficking
- Mental Health Awareness
- Nicotine Replacement
- Non-Sterile Compounding
- Nursing Home Consulting
- Pharmacist Prescriptive Authority
- Sexual Harassment
- Sterile Compounding
- Suicide Prevention
```
Once the ADF has been submitted to ACPE, you will be able to see what CE requirements have been selected by clicking “Print/Preview”.

Scroll down to the bottom of the ADF, and that is where you will see the board and state requirements.
Pharmacists and Pharmacy Technicians have the option to indicate which topic designator they would like to search by in PLAN.
# Pharmacist and Pharmacy Technician Competencies

## Competencies-Pharmacist

### Knowledge
- [ ] Foundational Knowledge

### Practice and Care Approaches
- [ ] Problem-solving
- [ ] Educator
- [ ] Patient Advocacy
- [ ] Interprofessional collaboration
- [ ] Cultural Sensitivity
- [ ] Communication

### Practice and Care Essentials
- [ ] Patient-centered care
- [ ] Medication use systems management
- [ ] Health and wellness
- [ ] Population-based care

### Personal and Professional Development
- [ ] Self-awareness
- [ ] Leadership
- [ ] Innovation and Entrepreneurship
- [ ] Professionalism

## Competencies-Pharmacy Technician

### Pharmacy Technician Competencies
- [ ] Foundational Professional Knowledge and Skills
- [ ] Processing and Handling of Medications and Medication Orders
- [ ] Regulatory and Compliance Knowledge and Skills
- [ ] Patient Care, Quality and Safety Knowledge and Skills
- [ ] Personal/Interpersonal Knowledge and Skills
Keyword Selection: Analyze Objectives for Keywords

At least one keyword must be selected. You may select up to three keywords you deem appropriate.

- Analyze Objectives For Keywords...

Matching Keywords found by Analyzer
- COVID-19
- Accountable Pharmacy Organization
- Clinical Community Practice
- Accountable Pharmacy Organization

Add Selected Keywords

You may Prioritize your activity's keywords using the "Up" and "Dn" buttons.

Your Activity's Keywords:  
- Law
- Regulation
- COVID-19

Suggested Keywords (w/relevance score)
Select keywords you would like to be added in the future
- recent federal legislative activity (0.8)
- federal regulations (0.5)
- patient care services (0.4)
- pharmacist (0.3)
- Pharmacist (0.2)

Suggest a new keyword:

Remove Selected Item  Remove All
Submit Certificate Program Credit

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 on the next slide.
Submit Certificate Program Credit

- For a given **Universal Activity Number (UAN)** that is part of a Certificate Program, upload each participant’s credit as you normally would. (NABP e-profile ID, DOB (MMDD), UAN, and date of participation)

- If all components of a **Certificate Program** are completed, upload each participant’s NABP e-profile ID number, month and day of birth (MMDD), **Certificate Program Number (CPN)**, and date of participation.

- 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**.

- If at least **ONE** of the UAN components of the CP is not completed by the learner, they will **not** be awarded the certificate and will only get CE credit for the UANs they have completed. An error message will return.
Submit Certificate Program Credit (cont.)

- Sample EXCEL Submission

<table>
<thead>
<tr>
<th>Action</th>
<th>NABP_ePID</th>
<th>DOB</th>
<th>ACPE_UAN</th>
<th>Date Of Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>301346</td>
<td>0707</td>
<td>0197-0000-21-026-H06-P</td>
<td>12/01/2021</td>
</tr>
<tr>
<td>I</td>
<td>301346</td>
<td>0707</td>
<td>0197-21-020-CP</td>
<td>12/01/2021</td>
</tr>
</tbody>
</table>

- Sample CSV Submission

```csv
Action,NABP_ePID,DOB,ACPE_UAN,Date_Of_Participation
I,301346,0707,0197-0000-21-026-H06-P,12/01/2021
I,301346,0707,0197-21-020-CP,12/01/2021
```
Submit Certificate Program Credit

(-cont.)

- Submission via Web Form

Please use this form for entering participants that have completed ACPE-accredited CE activities or for removing participants of ACPE-accredited CE activities that have been previously submitted to and accepted by NABP.

- For each participant that you wish to submit to NABP, select the action to perform (either an insert or delete). Next - enter the NABP E-Profile EPID, the participant's Date of Birth (month and day only in format of "MM/DD"), a UAN, and the Date of Participation. To search for a UAN, enter either the a portion of the UAN or a portion of the activity title - a lookup for the matching UAN will occur. Please make sure to select the UAN returned in the search results.

- Click the "Add Row" button to add an additional row for data entry. To remove a row, click the "Remove Row" button located next the row you wish to remove from your submission.

- When you have entered all the rows of information that you wish to submit, please click the "Verify Information" button to have your information verified. If no errors are found, you may submit the participants to CPE Monitor; if errors are found, all errors must be corrected before you will be able to submit the participants.

Please note that a maximum of 20 participants may be submitted per web form submission.

<table>
<thead>
<tr>
<th>Row</th>
<th>Action</th>
<th>ePID</th>
<th>DOB (MM/DD)</th>
<th>ACPE UAN</th>
<th>Date of Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Insert</td>
<td>301345</td>
<td>07/07</td>
<td>0197-21-020-CP</td>
<td>12/01/2021</td>
</tr>
<tr>
<td>2</td>
<td>Insert</td>
<td></td>
<td></td>
<td></td>
<td>Remove</td>
</tr>
</tbody>
</table>

You are logged on as Steve Janis  Logout
Submit Certificate Program Credit (cont.)

• Submission via Web Services
  • The existing services support submitting Certificate Programs
  • Make sure to submit the CE activity completion prior to awarding the Certificate Program
The user may select the “Certificate Programs” option and then “Search” when running a transcript. The resulting items shown on the screen are ONLY certificates:
The user can click on any certificate and see the substitute certificate statement:

<table>
<thead>
<tr>
<th>Participant Name</th>
<th>Certificate Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy Cooper</td>
<td>University of Connecticut School of Pharmacy</td>
</tr>
<tr>
<td>NABP e-Profile ID</td>
<td>1594106</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Information</td>
<td></td>
</tr>
<tr>
<td>Certificate Program Title</td>
<td>Non-Sterile Compounding Essentials for Pharmacists and Technicians Certificate</td>
</tr>
<tr>
<td>Certificate Program Date</td>
<td>12/21/2020</td>
</tr>
<tr>
<td>Certificate Program Number</td>
<td>0345-20-002-CP</td>
</tr>
</tbody>
</table>

Disclaimer:
The National Association of Boards of Pharmacy® (NABP®) generated this statement (Statement) from NABP’s systems. It contains information provided to NABP from the Accreditation Council for Pharmacy Education (ACPE). The Statement may be used as proof that a Continuing Pharmacist Education (CPE) activity was awarded CPE credit by the ACPE-accredited provider (Provider) or that a program certificate was awarded by the Provider.

The Provider is ultimately responsible for the accuracy of the data on this statement. Requests for verification or changes to data must be directed to the Provider that awarded the CPE activity or program certificate.
These are also included on the “Standard Transcript when exported to a PDF. They do not appear on the screen in this instance, only the CPE courses.

When the Export button is selected, and the View Transcript (export to PDF) option is selected, then the pdf is generated, which contains the separate section at the end for all certificates in the profile:
# CPE Monitor Activity Transcript

Participant Name: Nancy Cooper  
NABP e-Profile ID: 1594106  
CPE Activity Date Range: 11/01/2019 to 11/01/2021  
Total CPE Hours Earned: 35.00

Recorded CPE activity for the period of 11/01/2019 to 11/01/2021. Please allow 60 days for the CPE Provider to process your CPE and submit it through the CPE Monitor System. If it has been more than 60 days since you submitted the necessary information for CPE credit, please contact the CPE Provider.

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Activity #</th>
<th>Credit Type</th>
<th>Source</th>
<th>Title</th>
<th>Topic</th>
<th>Provider</th>
<th>Live Hours</th>
<th>Home Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/27/2021</td>
<td>zzz-123</td>
<td>Non-ACPE</td>
<td>Self Report</td>
<td>non acpe with cert</td>
<td>N/A</td>
<td>Non ACPE Inc</td>
<td>2.50</td>
<td>0.00</td>
</tr>
<tr>
<td>6/22/2021</td>
<td>HT-456</td>
<td>Non-ACPE</td>
<td>Self Report</td>
<td>Signs of Human Trafficking</td>
<td>N/A</td>
<td>Non ACPE PLC</td>
<td>0.00</td>
<td>1.50</td>
</tr>
<tr>
<td>5/18/2021</td>
<td>Op-555</td>
<td>Non-ACPE</td>
<td>Self Report</td>
<td>Opioid Dispensing</td>
<td>N/A</td>
<td>Non ACPE LLC</td>
<td>0.00</td>
<td>16.00</td>
</tr>
<tr>
<td>5/7/2021</td>
<td>0798-0000-17-115-H05-T</td>
<td>ACPE</td>
<td>ACPE</td>
<td>Over-the-Counter and Into the ER: OTC Drug Overdoses</td>
<td>Patient Safety</td>
<td>PharmCon, Inc,</td>
<td>0.00</td>
<td>4.00</td>
</tr>
<tr>
<td>5/6/2021</td>
<td>BI-12</td>
<td>Non-ACPE</td>
<td>Self Report</td>
<td>Implicit Bias Awareness for Pharmacists</td>
<td>N/A</td>
<td>Non ACPE LLC</td>
<td>0.00</td>
<td>2.00</td>
</tr>
<tr>
<td>4/13/2021</td>
<td>0506-0000-15-037-H01-P</td>
<td>ACPE</td>
<td>ACPE</td>
<td>Introduction to Antibiotic Stewardship</td>
<td>Disease State Mgmt/Drug Therapy</td>
<td>Cardinal Health Pharmacy Services, LLC</td>
<td>0.00</td>
<td>4.00</td>
</tr>
<tr>
<td>4/5/2021</td>
<td>0798-0000-16-128-H03-P</td>
<td>ACPE</td>
<td>ACPE</td>
<td>Feeling the Burn - The Pharmacist's Legal Role in Treating Dry Eye</td>
<td>Law (Related to Pharm)</td>
<td>PharmCon, Inc,</td>
<td>0.00</td>
<td>3.00</td>
</tr>
</tbody>
</table>

Reported Generated @ 11/1/2021 3:40:30 PM

<table>
<thead>
<tr>
<th>Certificate Programs</th>
<th>Date Awarded</th>
<th>Certificate Program #</th>
<th>Title</th>
<th>Provider/Issuer</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/15/2021</td>
<td>IL7003-1209-18-002-H04-P</td>
<td>ACPE</td>
<td>Implicit Bias Awareness for Illinois Health Care Professionals</td>
<td>General Pharmacy Topics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Awarded</th>
<th>Certificate Program #</th>
<th>Title</th>
<th>Provider/Issuer</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/15/2021</td>
<td>0777-20-010-CP</td>
<td>Sterile Compounding and Aseptic Technique 40 Contact Hours</td>
<td>Lone Star College - Tomball Pharmacy Technology</td>
</tr>
<tr>
<td>12/21/2020</td>
<td>0345-20-002-CP</td>
<td>Non-Sterile Compounding Essentials for Pharmacists and Technicians Certificate</td>
<td>University of Connecticut School of Pharmacy</td>
</tr>
</tbody>
</table>
Questions?

If more questions come up, please email:

pwt@acpe-accredit.org

or

cpemonitor@acpe-accredit.org