



ACCREDITATION COUNCIL FOR  
PHARMACY EDUCATION

# Provider Web Tool

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## User's Guide

Prepared by Anna Treudt  
Last Modified 11/30/17

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## What Is the Provider Web Tool?

ACPE has developed a system to aid in the collection of activity related information submitted from ACPE-accredited providers and redistribution to the Pharmacists' Learning Assistance Network (P.L.A.N.). The Provider Web Tool houses all ACPE activities submitted by the provider and will generate a unique Universal Activity Number (UAN) for each submitted Activity Description Form (ADF). The UAN will be used on all promotional material and eventually submitted to CPE Monitor®, the ACPE credit processing system, to award ACPE credit to learners.

## User Process

### How Do I Get Started?

The Provider Web Tool has been designed to allow user access only once an organization has been accredited. The Continuing Education Administrator (CEA) will be assigned their own username and password by ACPE staff. That login credential is the same for both the Provider Web Tool and CPE Monitor®.

All users in the Provider Web Tool and CPE Monitor® are required to have their own username and password. ACPE does not allow the sharing of the same login among provider staff. ACPE requires documentation of all persons who have access to these tools in the event there is need to deactivate a user who still has access to sensitive credit information.

If the ACPE provider has staff who will be utilizing the Provider Web Tool and/or CPE Monitor®, the CEA or Supervisor should submit the following:

- Email ACPE staff at [pwt@acpe-accredit.org](mailto:pwt@acpe-accredit.org) requesting access for the user
- Please include the user's name and email address
- ACPE will create a new user account and email the user their login credentials

If ACPE provider requires a user to be deactivated (i.e. the user is no longer with the organization, no longer working in the online tools, etc.), please email ACPE staff to request the deactivation of that user's account. ACPE can create a list of current active users for the provider to review and determine who should be deactivated or remain active.

## How Long Does It Take?

Please allow ACPE staff up to two business days to assign a new user login after receiving the request from the provider's CEA or Supervisor.

## Logging In

Once the user has obtained login credentials from ACPE, they can access the Provider Web Tool login page through the ACPE website at <https://www.acpe-accredit.org/continuing-education-provider-accreditation/> or click [here](#). Please enter the assigned provider ID (4 digits), user name and password to login.

To edit an assigned login credential, name, or email address, please click the **My Account** link in the upper-right corner of the homepage header to update this information.

Once logged in the Provider Web Tool homepage will appear. There are boxed question marks listed next to specific selections throughout the entire tool that provide additional guidance about those selections.

**ACPE** provider web tool  
Accreditation Council for Pharmacy Education  
v2.2.6394.19993

HOME **My Account** Feedback | Logoff

Welcome Test User

Session Expires In: 60 minutes

Welcome to the Provider Web Tool! The ACPE Provider Web Tool was recently updated to include:

- A "Print Certificate" option for providers to print a Certificate of ACPE Accreditation.
- The Topic Designator definitions are more prominent; please make your best effort to select the appropriate topic designator in that some state boards of pharmacy have specific pharmacist licensure renewal requirements related to these topic designations.
- The questions within the Grant Support tab are more streamlined.
- The "Request Change in Activity" form instructions are more clear.
- The keyword lists are updated with some new terms.

If you have any questions or comments, please submit to [ceinfo@acpe-accredit.org](mailto:ceinfo@acpe-accredit.org)

**Activity Forms**  
What would you like to do:

- Create A New Activity ?
- Edit An Existing Activity ?
- Copy An Activity ?
- Search Existing Activities ?

**Forms**  
What would you like to do:

- Request Change In Activity
- Provider Verification Form
- Accreditation History
- Print Accreditation Certificate
- ACPE Logo
- P.L.A.N. Logo

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## Activity Forms

Providers are required to submit Activity Description Forms (ADF) to the Provider Web Tool at least 14 days prior to the initial release date of an activity. The Provider Web Tool allows the provider to enter information relevant to the activity, including the following:

- ✓ Release year
- ✓ Sequence number
- ✓ Learner designation (Pharmacists – P or Pharmacy Technicians – T)
- ✓ Title of the activity
- ✓ Learning objectives
- ✓ Topic designator
- ✓ Contact hours or Continuing Education Units (CEUs)
- ✓ Release and expiration dates
- ✓ Joint providership information
- ✓ Live dates/locations for live activities
- ✓ Format
- ✓ Home study format
- ✓ Receipt of grant support

ADFs are retained in a database accessible at all times by ACPE staff. Providers that produce CE content must review the material at least once every three years (or more frequently) if indicated by new scientific developments. If an ADF expires and the provider desires to continue the activity, the provider will need to assign a new UAN. This new UAN ensures that the provider reviewed the content for currency and accuracy and updated the content if necessary. Providers are required to update their forms as necessary and to monitor the submission of the forms on a regular basis to ensure compliance.

On the Provider Web Tool home page, the left-hand side contains a section titled **Activity Forms**. This section is designed for submitting new ADFs, editing an existing ADF and searching for an existing ADF.

All selections in this section are listed below:

- **Create a New Activity**
- **Edit An Existing Activity**
- **Copy An Activity**
- **Search Existing Activities**

## Create a New Activity

Click Create A New Activity. Once you are on the main landing screen you will see three options:

- *Start A New Activity* is beginning a new ADF.
- *Pending Activities* are ADFs that have been saved for editing, but not yet submitted to the Provider Web Tool and a UAN has not been assigned.
- *Create Activity From Template* are ADF templates that have saved content and selections to be reused again to generate a new ADF and UAN.

### START A NEW ACTIVITY

To create a new ADF and generate a new UAN, click Begin under *Start A New Activity*

**provider web tool** PWT  
Accreditation Council for Pharmacy Education  
v2.2.6394.19993

Welcome Test User  
HOME | My Account | Feedback | Logoff  
Session Expires In: minutes

### 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	Pending Activities ?	Create Activity From Template ?
You will need to fill in the form below.	test (5/1/2017) test template (4/20/2017)	-- Select One --
<input type="button" value="Begin"/>	<input type="button" value="Remove"/> <input type="button" value="Edit"/>	<input type="button" value="Create Activity From Template"/> <input type="button" value="Add Template"/> <input type="button" value="Remove Template"/>

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An open ADF will show the following tabs: General, Learning Objectives, Keywords, Grant Support and a Format tab (this tab will default to Home Study Format). All tabs **must be completed** to successfully submit an ADF and generate a UAN. The selections made here on the General tab will populate in the final UAN.

There are five selections available in the task bar when working in an ADF:

- **Submit to ACPE**- Officially submit the ADF to the Provider Web Tool if all information is complete and accurate. Once submitted, a unique UAN will be generated for that specific ADF.

- **Save, Submit Later**- Save any progress and come back at a later date to complete the ADF and submit. All work will be saved, and the ADF is not yet submitted to the Provider Web Tool and does not have an assigned UAN (you can retrieve this ADF in the *Pending Existing Activities* option)
- **Save, Keep Editing**- Save throughout the editing process in real time.
- **Cancel Program**- This option is to cancel already submitted ADFs that will no longer take place. Credit cannot be submitted against a cancelled ADF.
- **Main Menu**- Sends the user back to ACPE's homepage. Unless the Save, Submit Later button or Save, Keep Editing button has been pressed, just clicking the Main Menu page will not save any work.

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

General
Learning Objectives
Keywords
Grant Support
Home Study Format

Year Activity Is Being Released: 17
Sequence Number (0001 - 9999): 023

Title

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 or 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.

Activity Type
☒ Knowledge
☐ Application
☐ Practice

Regularly Scheduled Series
☒ No
☐ Yes

Activity Format
☒ Home
☐ Live
☐ Home and Live

REMS-RPC Funded
☒ No
☐ Yes

Contact Hours
- OR - CEUs

Release Date
Planned Expiration Date

Joint Providership
No
Activity Status
Not Submitted

## GENERAL TAB

- The Year will automatically populate to the current year.
- The sequence number is a unique identification number assigned to an individual ADF and will identify that course in the final UAN. The sequence number will stay the same if multiple target audiences or formats are selected and multiple UANs are generated.
  - i. Click the green pound sign to see all available sequence numbers if you do not want to use the auto-populated next number in that field.
- Enter the correct title of the ADF.
- Select the target audience(s).
  - i. If only one audience is selected, only one UAN will be generated.
  - ii. If **both** Pharmacists and Pharmacy Technicians are selected, two UANs (with the same sequence number) will be generated, one UAN for each respective audience. “Other” does not generate a UAN, but those professions are required to be listed in the General tab field (e.g. MD, RN, PT, EMT, etc.).
- Select the correct topic designator that best fits this ADF.
  - i. The topic designator number will populate in the final UAN.
  - ii. **Please be sure to select the correct designator, as an incorrectly-assigned topic designator may affect a learner’s licensure.**
- Select the type of activity that best fits the ADF (either Knowledge, Application or Practice).
  - i. Each activity type has a specific credit amount requirement, so when indicating the amount of credit please ensure it is appropriate for the type of activity.
  - ii. For additional guidance related to Knowledge, Application and Practice-based activity types, please see Policy 2.0 in [APCE’s Policies and Procedures](#).
- If this activity is a Regularly Scheduled Series (RSS), please select Yes.
  - i. You will notice the only format option available is Live and the Live Dates/Locations tab will populate.
  - ii. The expiration date of any RSS activity will default to one year from the release date and cannot be extended.
  - iii. For additional guidance regarding RSS activities please review [ACPE’s Tools and Resources](#) web page.
- Select Activity Format. Each format you select will populate a tab associated with that format. The format will populate in the final UAN with either an H for Home study, an L for the Live format, or B for Both format (Practice-based activities).



- i. **Home study format:** Enduring content that does not have live interaction between the speaker and audience. These activities are valid for a maximum three years, and any date between the 3 year release and expiration date is a valid date of participation to claim credit.
  - ii. **Live format:** Live interaction between the speaker and audience. While these activities are valid for a maximum three years, specific live dates and locations must be submitted and the learner can **only** claim credit on those specific live dates.
  - iii. **Home and Live format:** the same activity content is being conducted, but in two different formats. The first format (Live) is conducting the content at a live session with real-time speaker/audience interaction, and the second format (Home study) is a recording of that same live session posted as enduring content. Two UANs (same sequence number) will be generated if this selection is made. Learners attending the Home study session will receive Home study credit with the H-UAN, and the learners attending the live session will receive live credit with the L-UAN.
  - iv. **Both format:** this specific format is only assigned to **Practice-based** activities (what used to be called certificate programs) when the **Home and Live** format is selected. When the Practice radio button is selected, the system will automatically void the contact hour fields on the General tab and will move a contact hour field to the format tab(s). The provider can designate the exact contact hour amount in the upper right-hand corner of each format tab.
    - If the activity format of **Home and Live** is selected for a Practice-based activity, a B (for “both”) will populate in the final UAN, indicating this activity requires both the home study portion and live portion to be completed for the learner to claim credit. Each format has different content and a different credit amount can be applied to each format tab to make a cumulative credit amount for the entire Practice-based activity. This is different than the **Home and Live format** for Application and Knowledge-based activities, where the **Home and Live format** is the same content, but created in two different formats and credit is designated on the General tab.
  - v. For additional guidance around Live, Home, and Both activity formats, please view Policy 5.0 in ACPE’s [Policies and Procedures](#).
- Indicate if the ADF is a REMS (Risk Evaluation and Mitigation Strategy)-RPC funded activity. For additional guidance and requirements around REMS-RPC funded activities, please review Policy 14.0 in ACPE’s [Policies and Procedures](#).
  - Type in the correct contact hours to be awarded.
    - i. In the first box, type in the number of contact hours (60 minutes = 1 contact hour). Tab over after entering in the contact hour amount and the Provider

Web Tool will convert the contact hour amount to Continuing Education Units (CEU's). (Please note: 1 contact hour=0.1 CEU)

- ii. Ensure the credit amount is appropriate for the selected activity type (Knowledge, Application, Practice).
- Select the release date of the activity. The release date is considered the date the ADF content is available to the public. By selecting a release date, the expiration date will default three years in the future. This expiration date can be shortened if desired (2 years, 1 year), but cannot be extended past 3 years. Once an ADF passes its expiration date, that ADF and UAN is no longer valid and credit cannot be submitted against that activity.
  - Indicate if this activity has, or has not been jointly provided, with another organization. The Yes, the 9999 number will populate in the final UAN, indicating it is jointly provided. The No selection will populate a 0000 number in the UAN if directly provided through only the ACPE-accredited provider. For additional guidance around joint providerships please review Policy 3.0 of ACPE's [Policies and Procedures](#).

Please review all information on the General tab ensuring accuracy and click the next tab, Learning Objectives.

## LEARNING OBJECTIVES

A learning objective box will appear for each audience previously selected on the General tab (Pharmacists, Pharmacy Technicians, Other).

Fill in the specific and measurable objectives for each audience(s). Objectives must be filled out for each indicated audience in order to submit an ADF. Please review all objectives and move on to the Keywords tab.

Submit To ACPE

Save, Submit Later

Save, Keep Editing

Cancel Program

Main Menu

General

Learning Objectives

Keywords

Grant Support

Home Study Format

Please note that learning objectives should be specific and measurable. The learning objectives should also be specific to the type of target audience selected. If both pharmacists and pharmacy technicians are selected as the target audience, learning objectives may be different based on the content.

Learning Objectives-Pharmacy

At the completion of this activity, the participant will be able to:

Check Spelling

Learning Objectives-Pharmacy Technicians

At the completion of this activity, the participant will be able to:

Check Spelling

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## KEYWORDS TAB

The Keywords tab is a required field where the user selects certain keywords relating to applicable topics and/or drugs and devices specific to an ADF. At least one keyword must be selected.

Only if an ADF is a Regularly Scheduled Series (RSS) will the Keywords tab **not** populate, and the appropriate RSS topics will be indicated as Subjects in the Live Dates/Locations tab, which are required to be completed.

The screenshot shows the 'Add Activity' form with the 'Keywords' tab selected. The form includes a header with the title 'Add Activity' and a paragraph of instructions. Below the instructions are five buttons: 'Submit To ACPE', 'Save, Submit Later', 'Save, Keep Editing', 'Cancel Program', and 'Main Menu'. The 'Keywords' tab is highlighted in orange. The main content area is divided into two sections: 'Available Keywords' and 'Your Activity's Keywords'. Under 'Available Keywords', there are two dropdown menus: 'Topics:' with 'Alzheimer's Disease' selected, and 'Drugs and Devices:' with 'Antidepressant Agents' selected. Each dropdown has an 'Add >>' button. The 'Your Activity's Keywords' section is a text box containing 'Alzheimer's Disease' and 'Antidepressant Agents'. At the bottom of this section are two buttons: 'Remove Selected Item' and 'Remove All'. The footer of the form contains the text 'Assuring and Advancing Quality in Pharmacy Education', copyright information for the Accreditation Council for Pharmacy Education (ACPE), and three browser icons (Chrome, Firefox, Internet Explorer).

**Add Activity**

Please enter data into all tabs prior to clicking save. Please note that if you are making edits to an existing ADF, the fields in Blue cannot be altered. If you need to change any of the fields in blue, please complete the Request Change in Activity form. If you have any questions, please contact ACPE.

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

**General Learning Objectives Keywords Grant Support Home Study Format**

Classify your CPE activity by selecting keywords from either or both of the keyword lists below. After selecting your keyword please click on the corresponding *Add >>* button. At least one keyword must be selected. You may select as many keywords as you deem appropriate.

Available Keywords

Topics:  
Alzheimer's Disease Add >>

Drugs and Devices:  
Antidepressant Agents Add >>

Your Activity's Keywords

Alzheimer's Disease  
Antidepressant Agents

Remove Selected Item Remove All

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Chrome Firefox Internet Explorer

- The next screen is an example of an ADF that has been created as an RSS, where the Keywords tab is missing but in its place are Subject fields next to each RSS live date indicating that session's topic:



## Edit Activity

Please enter data into all tabs prior to clicking save. Please note that if you are making edits to an existing ADF, the fields in Blue cannot be altered. If you need to change any of the fields in blue, please complete the Request Change in Activity form. If you have any questions, please contact ACPE.

Submit To ACPE

Save, Submit Later

Save, Keep Editing

Cancel Program

Main Menu

General

Learning Objectives

Grant Support

Live Dates/ Locations

To add dates and locations, click on the **Add Dates/Locations** first. If you would like to add multiple dates and locations from a personal file please click on **Upload Multiple Dates/Locations**. If you would like to remove the last entry, click on **Remove Last Entry**. If you need to remove all entries, click on **Remove All Entries**.

Add Dates/Locations

Remove Last Entry

Remove All Entries

Upload Multiple Dates/Locations

Live Format	Date	State	City/ URL/ Channel/ Phone Number	Subject	Available To P.L.A.N.®	Cancel
Seminar	8/1/2017	IL	Chicago	Dementia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Seminar	9/1/2017	IL	Chicago	Dialysis	<input type="checkbox"/>	<input type="checkbox"/>
Seminar	10/1/2017	IL	Chicago	Arthritis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Seminar	11/1/2017	IL	Chicago	Cancer	<input type="checkbox"/>	<input type="checkbox"/>
Seminar	12/1/2017	IL	Chicago	End of Life	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Please review all keyword additions and move to the Grant Support tab.

## GRANT SUPPORT TAB

Please indicate if this ADF has received any type of grant support.

- If Yes, a second set of questions will appear requesting additional information.
- If No, there are no other fields to complete.
- If Pending, please return to this Grant Support tab **prior** to the release of the activity and change this selection to either Yes and fill out the additional questions or No once that grant support information is known. Please ensure this information is correct and move on to the Format tabs.

## Add Activity

Please enter data into all tabs prior to clicking save. Please note that if you are making edits to an existing ADF, the fields in Blue cannot be altered. If you need to change any of the fields in blue, please complete the Request Change in Activity form. If you have any questions, please contact ACPE.

Submit To ACPE

Save, Submit Later

Save, Keep Editing

Cancel Program

Main Menu

General

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Home Study Format

Questions regarding any financial specifically for accredited CPE activities.

1. Financial support was obtained for this CPE activity. \* ☒ Yes ☐ No ☐ Pending

2. If you answered "yes" to #1 above, please check all that apply regarding this CPE activity:

☐ financial support was provided by a commercial interest (e.g. pharmaceutical and/or device manufacturer)

☐ financial support was provided by a non-commercial interest (i.e. foundation, government, etc.)

☐ financial support was provided by only 1 grant supporter

☐ financial support was provided by more than 1 grant supporter

☐ fully supported (100%) by grant(s)

☐ partially supported (<99.9%) by grant(s)

☐ activity would be conducted despite receipt of grant support

☐ activity would not be conducted if grant support was not received

Items with an \* must have a response before proceeding.

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## FORMAT TABS

Depending on the activity format selected on the General page, a Home Study Format tab will populate if the **Home** radio button is selected. A Live Dates/Locations tab will populate if only the **Live** radio button is selected. Both format tabs will populate if the **Home and Live** button is selected:

Home Study Format:

- Select if the final Home study UAN should be advertised in the P.L.A.N. tool
- Indicate the format(s) associated with this Home study
- If an ADF has already been submitted to the Provider Web Tool as a Home study format but due to scheduling, etc. that format will no longer be used, there is a cancellation button. Credit cannot be submitted against the Home study UAN for an ADF once that format is cancelled.

## Add Activity

Please enter data into all tabs prior to clicking save. Please note that if you are making edits to an existing ADF, the fields in Blue cannot be altered. If you need to change any of the fields in blue, please complete the Request Change in Activity form. If you have any questions, please contact ACPE.

Submit To ACPE

Save, Submit Later

Save, Keep Editing

Cancel Program

Main Menu

General

Learning Objectives

Keywords

Grant Support

Home Study Format

Live Dates/ Locations

Home Format Cancelled ☐

Click the Home Study formats used for this Activity

List in P.L.A.N. ®  
☐ Yes ☒ No

☐ Monograph

☐ Website

URL

☐ Journal Article

☐ Internet A/V Broadcast

URL

☐ Audio Recording

☐ Computer BBS

Tel

☐ Video/Film Recording

☐ Fax

Tel

☐ Computer Software

☐ Telephone

Tel

☐ Multimedia Software

☐ Cable Audio/Radio

Ch

☐ Cable TV/Broadcast TV

Ch

☐ Satellite Teleconference

Sat/Trans

☐ Other

Info

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## Live Dates/Locations Format:

- Live format ADFs are required to have specific live dates and locations, as this format is happening in real time with live interaction with faculty. **Credit will be submitted against the specific live dates entered in this Live Dates/Locations tab. CPE Monitor® validates the live dates in this tab when processing the Date of Participation for any live credit. CPE Monitor® does not process the release date on the General tab.**
- Click Add Dates/Locations to add a new live date and indicate what date the live activity is physically occurring. Add the type of live format, live participation date, state and city/URL/channel/phone number (if a live webinar, live teleconference, etc.)
- To remove a date that was just added in error, click Remove Last Entry or Remove All Entries for multiple incorrect dates.
- To upload multiple live dates/locations if all are already known, click on Upload Multiple Dates/Locations. A template spreadsheet is provided in this selection for the user to manually enter all live dates/locations and upload those dates all at once to this tab. After live dates are uploaded, click Submit to ACPE to ensure submission.
- Indicate if the Live format UAN should be listed in the P.L.A.N. tool
- In the event a live date needs to be cancelled (speaker rescheduled, etc.) please click the Cancel button. Once cancelled, credit cannot be submitted against that live date of participation to CPE Monitor®.
  - If a live date is cancelled, the listing will not disappear. It will remain listed with a cancelled status.

**Add Activity**

Please enter data into all tabs prior to clicking save. Please note that if you are making edits to an existing ADF, the fields in Blue cannot be altered. If you need to change any of the fields in blue, please complete the Request Change in Activity form. If you have any questions, please contact ACPE.

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

General Learning Objectives Keywords Grant Support Home Study Format **Live Dates/ Locations**

To add dates and locations, click on the *Add Dates/Locations* first. If you would like to add multiple dates and locations from a personal file please click on *Upload Multiple Dates/Locations*. If you would like to remove the last entry, click on *Remove Last Entry*. If you need to remove all entries, click on *Remove All Entries*.

Add Dates/Locations Remove Last Entry Remove All Entries Upload Multiple Dates/Locations

Live Format	Date	State	City/ URL/ Channel/ Phone Number	Available To P.L.A.N. ®	Cancel
Seminar	08/01/2017	IL	Chicago	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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## Practice-Based Activity Formats:

- If an ADF is a Practice-based activity, the provider will need to designate the exact amount of credit for the desired format in the upper right hand corner of each format tab- contact hours cannot be entered on the General tab.
- If **Home and Live** are selected for a Practice-based activity, both a Home study format tab and Live format tab will populate and the specific credit for each format will need to be entered in each format tab. The learner will need to complete both formats in order to receive credit, and content will be different for each format.

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HOME | My Account | Feedback | Logoff

Session Expires In: minutes

### Add Activity

Please enter data into all tabs prior to clicking save. Please note that if you are making edits to an existing ADF, the fields in Blue cannot be altered. If you need to change any of the fields in blue, please complete the Request Change in Activity form. If you have any questions, please contact ACPE.

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

General Learning Objectives Keywords Grant Support **Live Dates/ Locations**

Total Live Hours

To add dates and locations, click on the **Add Dates/Locations** first. If you would like to ~~add multiple dates and locations~~ from a personal file please click on **Upload Multiple Dates/Locations**. If you would like to remove the last entry, click on **Remove Last Entry**. If you need to remove all entries, click on **Remove All Entries**.

Add Dates/Locations Remove Last Entry Remove All Entries Upload Multiple Dates/Locations

Live Format	Date	State	City/ URL/ Channel/ Phone Number	Available To P.L.A.N.®	Cancel
-------------	------	-------	----------------------------------	------------------------	--------

Assuring and Advancing Quality in Pharmacy Education

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Phone: (312) 664-3575 • Fax: (312) 664-4652 • [pwf@acpe-accredit.org](mailto:pwf@acpe-accredit.org) • Site Help

Once all information has been successfully added to all ADF tabs, please review for accuracy. If the ADF is ready to be submitted, click Submit to ACPE. The next screen will show a generated UAN specific to just that ADF and the ADF is now considered final. If any fields were not correctly completed, the system will stop the submission of the ADF and inform the user of the invalid fields with an itemized bulleted list. Those specific fields will need to be amended and the user can attempt to submit the ADF again. Users can click HOME on the upper-right header bar to get back to the Home page of the Provider Web Tool.

## PENDING ACTIVITIES

To edit a new, but not yet submitted ADF, click the Create a New Activity selection under Activity Forms on the HOME page:

- Select the desired ADF in the *Pending Activities* queue and click Edit.
- The ADF will open showing all tabs and the user can continue editing where they last saved their progress.
- Once all desired changes have been made and the ADF is ready to be submitted, click Update Activity. This will save all edits made and will submit the ADF to ACPE. A UAN will be generated and the ADF will be officially submitted.

**ACPE** provider web tool PWT  
Accreditation Council for Pharmacy Education  
v2.2.6394.19993

Welcome Test User  
HOME | My Account | Feedback | Logoff  
Session Expires In: minutes

### 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	Pending Activities ?	Create Activity From Template ?
You will need to fill in the form below.	test (5/1/2017) test template (4/20/2017)	-- Select One --
<button>Begin</button>	<button>Remove</button> <button>Edit</button>	<button>Create Activity From Template</button> <button>Add Template</button> <button>Remove Template</button>

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## CREATE ACTIVITY FROM TEMPLATE

If a provider conducts activities that consistently share some of the same information (e.g. same date, location, format), an ADF template can be created and saved for repeated use with the ability of updating some content (title, objectives, contact hours). The template feature of the Provider Web Tool is designed to help speed the submission of future activities by setting up basic data items common to all activities and saving them as a template. When loading a template these items will be automatically populated on the form and will just need to be finalized before submitting or saving as an activity.

To access existing ADF templates or create a new template, click Create A New Activity on the Provider Web Tool home page. Under the *Create Activity From Template* are 3 options:

- **Add Template**- a user can create and save a brand new ADF template.
  - The user will fill out all ADF tabs, but upon submission of the finished ADF it creates a template and does not submit the ADF to the Provider Web Tool nor creates a UAN. Once created, a template cannot be edited. If changes are required, a new template will need to be added with those changes.
- **Create Activity From Template**- the user can submit an existing template to the Provider Web Tool as an official ADF and a UAN will be generated.
  - Once an ADF template is saved, the user can select from the drop down menu which template will be submitted as an ADF
  - A pop up window will request the use of a new sequence number
  - The template will then be an active ADF and the user can edit and update content on the desired tabs.
  - Once complete, click Submit to ACPE and the edited template will now be a submitted ADF with its own UAN.
- **Remove Template**- delete a template that is no longer needed. Select the desired template from the drop down list and click Remove Template.

ACPE provider web tool  
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### Add Activity

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

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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**  
test (5/1/2017)  
test template (4/20/2017)  
  
**Remove** **Edit**

**Create Activity From Template**  
-- Select One --  
  
**Create Activity From Template**  
**Add Template** **Remove Template**

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## Edit An Existing Activity

This option is for editing existing ADFs that have already been submitted to the Provider Web Tool and have existing UANs. Providers must submit all activities to the Provider Web Tool **at least 14 days in advance** of the release date of the activity, but providers can still **edit** submitted ADFs through the release date itself.

However, once the release date on the General tab has passed, the provider will be **blocked** from making any retroactive changes (adding past dates, changing topic designator, title, etc.) to the ADF. For Live format activities, future live dates can be added that have not yet taken place.

- Click Edit An Existing Activity.
- Type in the UAN to search for the submitted ADF that needs to be edited, or search in the additional fields provided.
- Click the pencil and paper icon to the left of the desired UAN to open it.
- All ADF tabs will open up and the user can edit as needed.
- Click Submit to ACPE to save changes.

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HOME | My Account | Feedback | Logoff

Session Expires In: minutes

### Edit Activity

\*\*\* 1 Activities Found \*\*\*

	UAN	Title	Joint Providership	Release Date	Expiration Date	Hours (CEUs)	Status	Activity Type
	0197-0000-17-024-L05-P	Test 197	No Joint Providership	8/23/2017	8/23/2020	2.00 (0.200)	Submitted	Knowledge

Print Results New Search

## Copy An Existing Activity

If an ADF has expired (meaning the expiration date of the ADF has passed and the UAN is no longer valid), but the same content is being offered again and needs to be renewed, use this function to copy over the same ADF information (objectives, topic designators, format) to a new ADF. The year, release date and sequence number will need to be updated.

- Click Copy An Existing Activity.
- Search for the expired UAN(s) whose content needs to be copied.
- Click the pencil and paper icon next to the UAN to open up the expired activity and update the content.
- Update the Year, Release Date, Expiration Date, Live dates/Locations (if applicable), Home study link (if applicable), etc.
- When the Year is updated to the current year, the next available sequence number in that selected Year will be used.
- Click Save Copied Activity and the new ADF will be submitted and generate a new UAN.

## Batch Import Activities

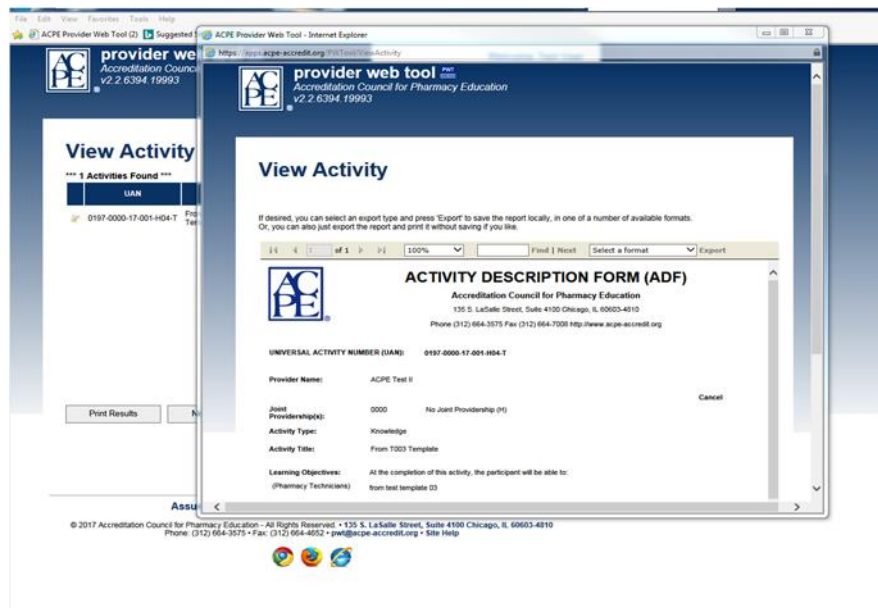
This feature allows a user to upload multiple UANs using one file submission. The Provider Web Tool will create multiple ADFs/UANs from the submitted TXT file data.

- Click Batch Import Activities.
- Click “Download tab-delimited activity file template” spreadsheet.
- Fill in each column with the appropriate data. Each row is one ADF. Most columns have drop down menus to select specific values.
- Each row needs its’ own provider activity ID specific to that ADF.
- A specific sequence number can be submitted, otherwise leave this field blank to let the Provider Web Tool auto-populate each ADF with the next available sequence number.
- If a live activity or RSS have multiple live dates, copy the current row and paste under the existing. Keep the provider activity ID and all other information the same, except change the live date to the next correct date. Users can also submit just the first live date in this field, and after submission use the “Upload Multiple Dates/Locations” import option under the Live Dates/Locations tab once the ADF has been generated to submit the remaining live dates.
- Please select one Keyword. Additional keywords can be added once the ADF has been generated in the “Keywords” tab.
- Once all fields are complete, save the spreadsheet. Convert the spreadsheet to “Text (Tab delimited)” format and save.
- Please upload the TXT format to the “File to Upload” Browse field.
- Click Upload & Validate File. If there are any errors, please review and correct the file and upload again.
- If all information is correct, a confirmation will appear that all ADFs have successfully been created and a generated report will identify each submitted UAN.

## Search Existing Activities

This option is to open a submitted ADF and review the content or UAN list.

- Search for the desired UAN(s)
- In the search results there is a print option to print/export just the UAN(s) in a list. To open and print just one ADF itself, click the pencil and paper icon next to the desired UAN to open up the ADF content.
- A second screen will appear with the ADF information. This ADF can be saved as a PDF, EXL file, etc. and saved as needed. \*\*If this second screen does not appear, check your browser settings\*\*



## Forms

### 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.



## 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](mailto: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.



## Appendix

### Maintenance Window

As with any web-based software, there may be the need to periodically apply application enhancements in order to improve site functionality and features. With that being said –a process must be defined for migrating changes into the Provider Web Tool test and production environments.

We plan to provide notification at least one week in advance of application changes made to any portion of the site – with the exception being emergency system changes. All changes will move into our Test Environment first and then appropriate personnel will be notified of the scope of those changes. By moving changes into the test environment first, necessary users can then test their applications against that environment to ensure other parts of the application are not affected. If there are issues found it is the testing user's responsibility to notify ACPE of any issue identified with the new software release in a timely manner. If no issues are reported related to functionality being affected, the software enhancements will be migrated to production by a pre-defined release date.

All changes made to our production environment will occur at non-peak operating times in order to minimize the impact on participating organizations. At this time we will be targeting Tuesday night at 11:00pm for any software installation into the Production environment. Since the maintenance date will vary, necessary personnel will be notified at least 3 days in advance of a planned application installation into the production environment.

At time of software installation, a maintenance page will be posted on the site indicating that the site is unavailable for use. During that time, users will not be able to log into the website.

Once maintenance is complete, the maintenance page will be removed and the web tool functionality will be restored. Please contact [pwt@acpe-accredit.org](mailto:pwt@acpe-accredit.org) if you encounter any issues with any portion of the application after the maintenance has been completed.

Please contact [pwt@acpe-accredit.org](mailto:pwt@acpe-accredit.org) if you have any questions or concerns regarding the maintenance window process outlined above.

### Feedback

Within the Provider Web Tool you have the ability to send feedback related to the tool directly to ACPE staff. In the upper right-hand corner of the header on the Provider Web Tool homepage is the Feedback option. You can input your email address and your comments and have the ability to send a copy of the message to yourself as part of the submission process. This feature is available to you only when you are logged into the system.

### Contact Us

For any additional inquiries regarding the Provider Web Tool system, please email [pwt@acpe-accredit.org](mailto:pwt@acpe-accredit.org).

## Glossary

### Activity Description Form (ADF)

An electronic form in the Provider Web Tool used to collect specific CPE activity information and generate a Universal Activity Number. This form is completed by the provider and upon submission, saved and recorded in the Provider Web Tool.

### Activity Type

Continuing pharmacy education activities are categorized into three types: knowledge, application and practice. Providers are not required to conduct all three types of activities:

**Knowledge-based CPE activity:** These CPE activities are primarily constructed to transmit knowledge (i.e., facts). The facts must be based on evidence as accepted in the literature by the health care professions. The minimum amount of credit for these activities is 15 minutes or 0.25 contact hour.

**Application-based CPE activity:** These CPE activities are primarily constructed to apply the information learned in the time allotted. The information must be based on evidence as accepted in the literature by the health care professions. The minimum amount of credit for these activities is 60 minutes or one contact hour.

**Practice-based CPE activity:** [Previously named Certificate Programs in Pharmacy] These CPE activities are primarily constructed to instill, expand, or enhance practice competencies through the systematic achievement of specified knowledge, skills, attitudes, and performance behaviors. The information within the practice-based CPE activity must be based on evidence as accepted in the literature by the health care professions. The formats of these CPE activities should include a didactic component and a practice experience component. The provider should employ an instructional design that is rationally sequenced, curricular based, and supportive of achievement of the stated professional competencies. The minimum amount of credit for these activities is 15 contact hours.

### Contact Hour

A unit of measure of educational credit which is equivalent to 60 minutes of participation in an organized learning structure.

### Continuing Education Administrator (CEA)

An active primary contact for an ACPE accredited provider who is responsible for the administration of that provider's CE program. New administrators are required to either attend an ACPE CPE Administrator's workshop or watch an ACPE Webinar Series.

### Continuing Education Unit (CEU)

An educational unit of measure where 0.1 CEU is equivalent to one (1) contact hour.

## **CPE Monitor®**

ACPE and the National Association of Boards of Pharmacy (NABP) have developed a continuing pharmacy education (CPE) tracking service, CPE Monitor®, which authenticates and stores data for completed CPE units received by pharmacists and pharmacy technicians from ACPE- accredited providers.

## **Home Study Format (Enduring Content)**

Enduring materials are home study activities that are printed, recorded or computer assisted instructional materials that do not provide for direct interaction between faculty and learners.

## **Joint Providership**

An accredited provider works with another organization for the purpose of developing a CPE activity. In order for an activity to qualify for a joint providership (9999), the other organization would have input in the CPE content. If the content is produced only by the ACPE-accredited provider, it is considered a direct providership (0000).

## **Live Activity Format**

Live activities are CPE activities that provide for direct interaction between faculty and learners and may include lectures, symposia, live teleconferences, workshops, etc.

## **Pharmacists' Learning Assistance Network (P.L.A.N.)**

The Pharmacists' Learning Assistance Network (P.L.A.N.) is a public searchable database owned by ACPE that lists accredited CPE activities that ACPE providers have chosen to advertise on this platform. During the creation of an ADF in the Provider Web Tool, the provider can make a selection that will post that activity and UAN in the P.L.A.N. tool once the ADF is submitted. Pharmacists and pharmacy technicians can search this database to find ACPE-accredited CE and contact the provider to discuss a specific course.

## **Regularly Scheduled Series (RSS)**

A series of multiple live CPE sessions that occur on an ongoing, scheduled basis (e.g. weekly, monthly, quarterly) for the same audience. Examples of CPE activities that are consistent with the definition of regularly scheduled series include grand rounds, tumor boards, morbidity and mortality (M&M) conferences, and journal club. For additional guidance, please refer to [ACPE's Tools and Resources](#) web page to review the RSS Guidance Document.

## **REMS-RPC Funded Activities**

REMS-RPC Funded CE activities that include required elements of a Risk Evaluation and Mitigation Strategy (REMS) to ensure that the benefits of the drug(s) outweigh the risks and are funded through independent educational grants by REMS Program Companies (RPC).

## **Topic Designator**

- **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 or 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, recording keeping, error detection and reporting, and continuous quality improvement processes.

## Universal Activity Number (UAN)

A Universal Activity Number (UAN) is an identification number that is assigned to each CPE activity developed and sponsored, or joint provided, by an ACPE accredited provider in the Provider Web Tool. This number is developed by appending to the ACPE provider identification number (e.g. 0197), the joint providership designation number (0000 for no joint providership, 9999 for all joint providerships), the year of the CPE activity development (e.g., 17), the sequential number of the CPE activity from among the new CPE activities developed during that year (e.g., 001), and the topic and format designators (see below).

### Provider Number

Identification number of the provider responsible for issuing CPE Monitor<sup>®</sup> credit and updating the Provider Web Tool.

### Joint Providership Designators

0000 - No Joint Providership

9999 - Joint Providership with another organization

### Format Designators

L - Live activities

H - Home study and other mediated activities

B - Both for practice based activities

### Topic Designators- activities are related to:

01- Disease State Management/Drug Therapy

02- AIDS Therapy

03- Law Related to Pharmacy Practice

04- General Pharmacy  
05- Patient Safety  
06- Immunizations  
07- Compounding

**Target Audience Designator**

If a CPE activity's target audience is exclusively for pharmacists the designation "P" will be generated.

If a CPE activity's target audience is exclusively for pharmacy technicians the designation "T" will be generated.

*Note:* If the CPE activity is intended for both pharmacists and pharmacy technicians, that activity will have the same Universal Activity Number with respect to the provider identification number, sequence number, joint providership designation, release year, format and topic designator; however the target audience designator in the Universal Activity Number will be specific to each audience, either a "P" or "T". For example:

0197-0000-17-001-L05-**P** (program number used for pharmacists)

0197-0000-17-001-L05-**T** (program number used for pharmacy technicians).