



ACPE Provider Web Tool Quick Reference Guide

Creating or Submitting an Activity Description Form

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
- ✓ Keyword
- ✓ 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.

Provider Web Tool Keywords

Before submitting an Activity Description Form, providers are required to select at least one keyword (that best applies to the CE content) located in the Keywords tab. Providers can select from a variety of Topics and/or Drugs and Devices. The only exception to this requirement are RSS activities, where the Keyword tab does not populate, and only the subject field is required in the Live Dates/Locations tab for an RSS.

If you notice a keyword you want to select is not available, please contact ACPE staff at pwt@acpe-accredit.org to discuss adding that keyword to the current list.

Editing an Activity Description Form After the Release Date

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

Change in Continuing Education Administrator, Supervisor or Contact Information

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.

Requesting New User Access

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 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.

Accreditation Certificate

On the home page of the Provider Web Tool under "Forms" is a link to print the provider's accreditation certificate. The accreditation certificate includes the provider's term of accreditation.

Universal Activity Numbers

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. 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[®] 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:

0197-0000-18-001-L05-**P** (program number used for pharmacists)

0197-0000-18-001-L05-**T** (program number used for pharmacy technicians)

Regularly Scheduled Series

[Regularly Scheduled Series Policy](#)

[RSS Guidance Document](#)

Contact ACPE

Please contact ACPE staff with any questions or comments at pwt@acpe-accredit.org or call 312-664-3575.