



ACCREDITATION COUNCIL
FOR PHARMACY EDUCATION



ACPE CPE Monitor Web Service Integration

What will be covered?

- Web service automation
- Web service guidance
- Best practices
- Your questions

ACPE Staff

Dimitra Travlos

*assistant executive director and director,
continuing pharmacy education provider
accreditation*

Steve Janis

director, Information Technology

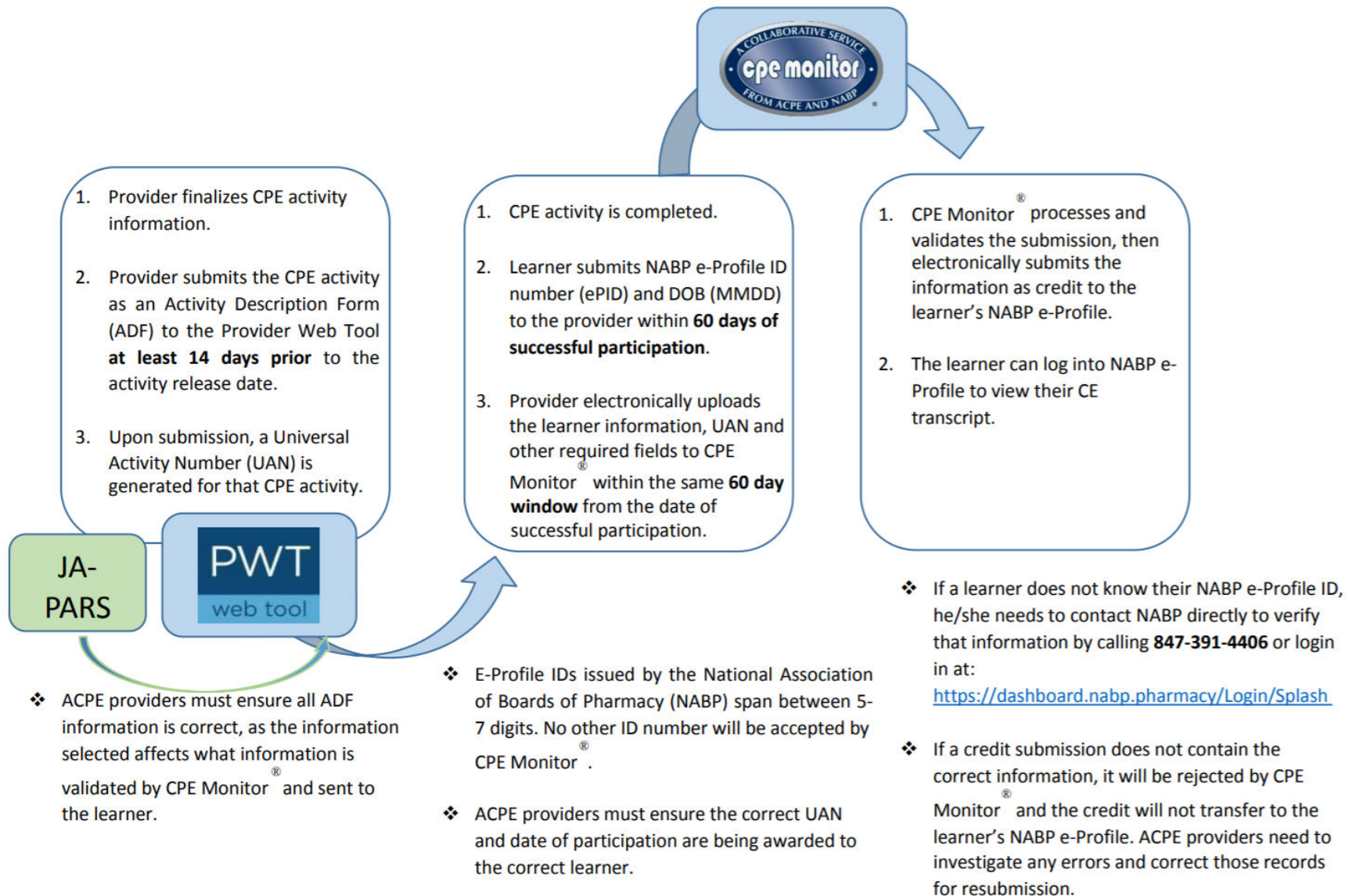
Courtney Maxfield

CE IT coordinator

ACPE CPE Activity and Credit Submission Process

pwt@acpe-accredit.org

cpemonitor@acpe-accredit.org



What is CPE Monitor?

ACPE and the National Association of Boards of Pharmacy (NABP) have developed a continuing pharmacy education (CPE) tracking service, CPE Monitor[®], that will authenticate and store data for completed CPE units received by pharmacists and pharmacy technicians from ACPE-accredited and Joint-accredited providers.

Benefits of CPE Monitor

1. It is a centralized repository for CE credits.
2. Streamlined process of verifying that licensees and registrants meet CPE requirements.
3. Helps pharmacists and technicians who hold multiple licenses keep track of varied requirements
4. CPE data is available online and on a mobile app

The CPE Monitor guide and login page can be found [here](#)



Web Service – Why use it?

- **Intended Audience** – organizations requiring real-time validation of submitted provider education. This is for organizations that wish to integrate participant activity submission into pre-existing custom applications managed by their support staff.
- **Data Transmission** - Data transmitted through a secured web service managed by ACPE.
- **Validation** - Web Service validates the submission immediately and replies with status of the data transmission. Please note – data is not immediately submitted to NABP, but validated against ACPE data rules and then staged for submission to NABP.



Web Service - How Do I Enable It?

What information is needed for web service?

- Information Technology Contact Name
- Information Technology Contact Phone
- Information Technology Email Address
- IP Address of Transmitting Server/Machine
- Data Manager Contact Name
- Data Manager Contact Phone
- Data Manager Email Address

Who to contact to set up web service

Email: cpemonitor@acpe-accredit.org



Web Service Guidance - Key Services Available

- **GetACPEActivityDetails** – Gets information about an activity submitted to and registered with ACPE by an ACPE Accredited Provider. Activities are registered via the ACPE Provider Web Tool.
- **ValidateNABPePID** – Verify an E-Profile ID and Date of Birth Combination exists in the NABP systems
- **SubmitCPEActivity** – Submit or remove a CE learning activity completed by a pharmacist or technician



Best Practices – NABP E-Profile ID

1. What is the NABP E-Profile ID (E-PID)

- Accurately and uniquely identifies a pharmacist or pharmacy technician
- Ensures that any data that you previously provided to NABP, such as a name or a license number, is correctly maintained in your e-Profile
- Streamline the licensure or certification process, by assisting pharmacy regulators, such as a state board of pharmacy, or participating pharmacy certification organizations, if you request NABP Services related to licensure or certification.



Best Practices – NABP E-Profile ID (Cont.)

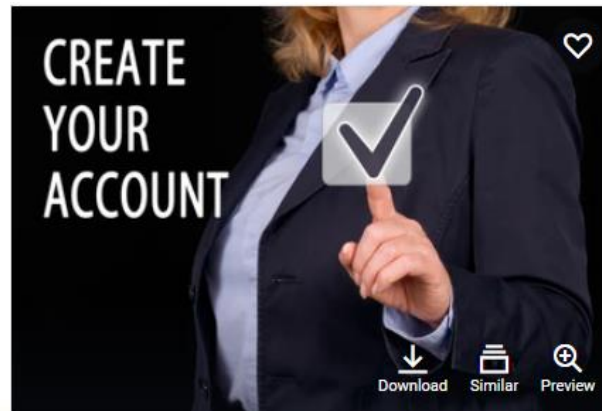
2. How do I best capture and validate the E-PID in my LMS?

- Two recommended workflows:
 - *At time of user profile/user account creation and/or management*
 - *At time of course selection/enrollment/registration*



Best Practices – NABP E-Profile ID (Cont.)

- ✓ At time of user profile/user account creation and/or management
 - ✓ Stored with the user in one place.
 - ✓ Require entry if a pharmacist or pharmacy technician before allowing enrollment
 - ✓ Validate once, re-validation needed only if modified by the user.



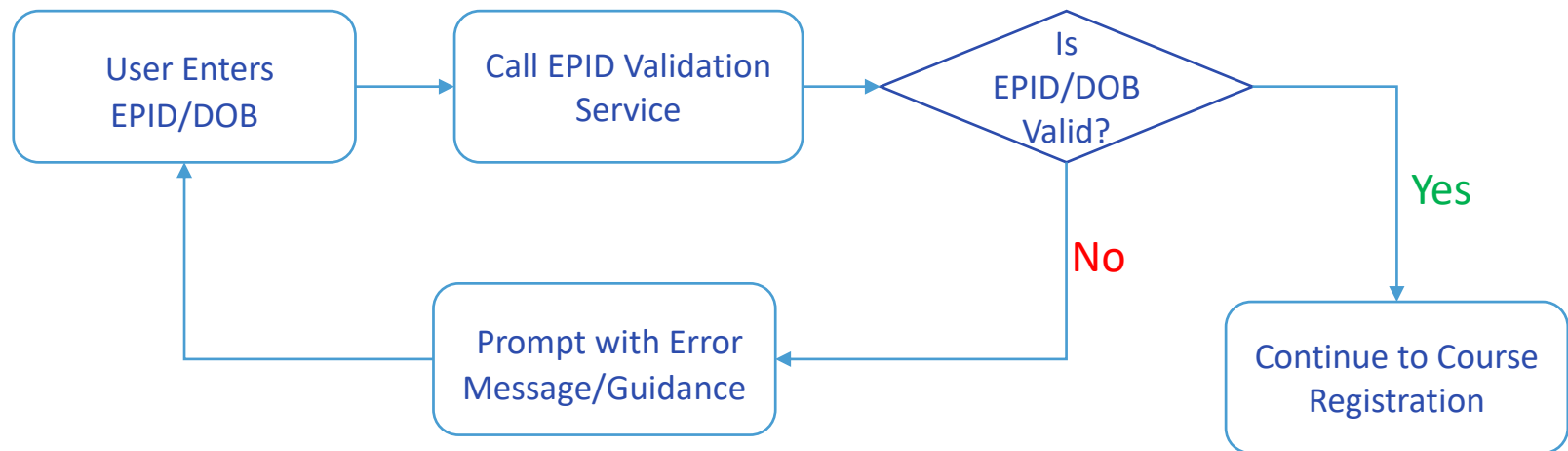
Best Practices – NABP E-Profile ID (Cont.)

- ✓ At time of course selection/enrollment/registration
 - ✓ Stored with the course
 - ✓ Require entry each time pharmacist or pharmacy technician enrollment
 - ✓ Validate every time the pharmacist or pharmacy technicians enrolls in a course



Best Practices – NABP E-Profile ID (Cont.)

• Validation Workflow



Best Practices – ACPE UAN

3. What is the ACPE Universal Activity Number (UAN)

- The UAN is a “Universal Activity Number”. Example: **0987-9999-21-123-H01-P**
- UANs are identification numbers assigned to each CPE activity
 - The ACPE **provider identification number** (0798 in the example above)
 - The **joint provider designation number** (0000 for no joint provider, 9999 for all joint providers)
 - The **year of the CPE activity** development (21 in the example above)
 - The **sequential number of the CPE activity** from among the new CPE activities developed during that year (246 in the example above)
 - The topic and format designators (H for home, L for live, 04 as the selected topic application in the example above)
 - The **audience** (P for Pharmacist, T for Pharmacy Technician)
 - **UAN numbers are created and assigned during activity registration in the ACPE Provider Web Tool**



Best Practices – ACPE UAN (Cont.)

4. How do I best capture and validate the ACPE UAN in my LMS?

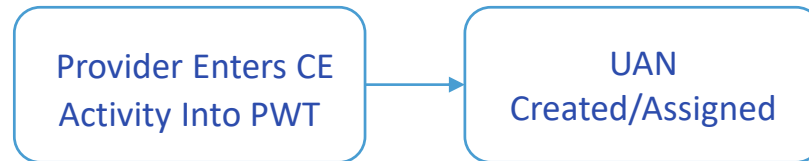
- Recommended workflow:
 - *At time of course creation entry*



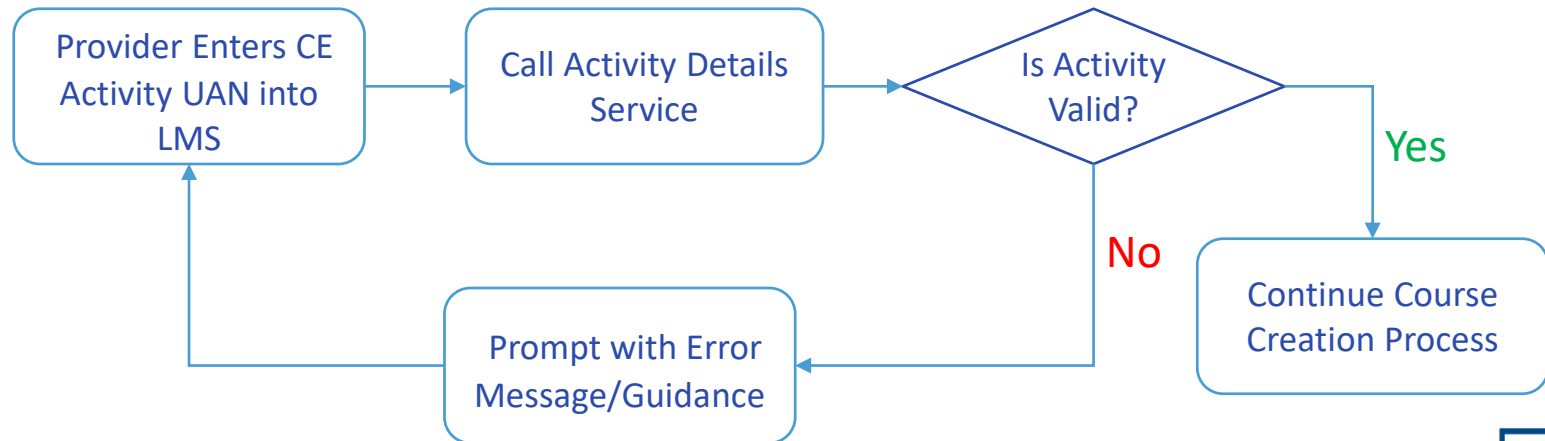
Best Practices – ACPE UAN (Cont.)

• Validation Workflow

Step 1:



Step 2:



Best Practices – CE Learner Submissions

5. How do I best submit completed CE from my LMS?

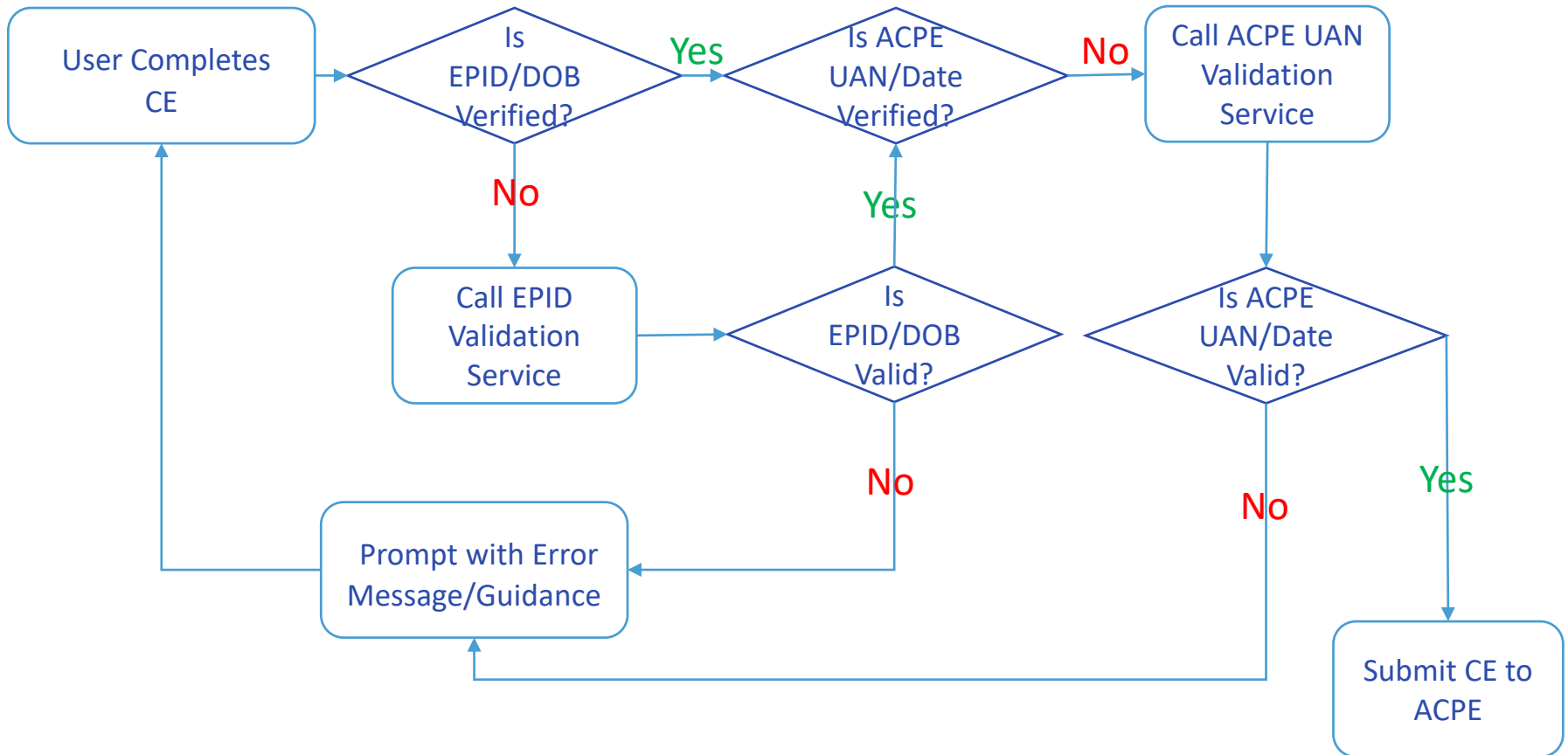
- Recommended workflow:

- Capture the completed CE Event
- Validate the EPID/DOB (if it is not already validated and confirmed)
- Validate the ACPE UAN (if it is not already validated and confirmed)
- Validate the Participation date (it must be the date of the event documented in the ACPE Provider Web Tool, not the evaluation date).
- Submit to ACPE, capture results (Accepted/Rejected/Errors)
- Provide appropriate messaging/reporting to Learner
 - *What accepted, what rejected, why rejected*
- Provide notification/reporting to CE Administrator
 - *What accepted, what rejected, why rejected*



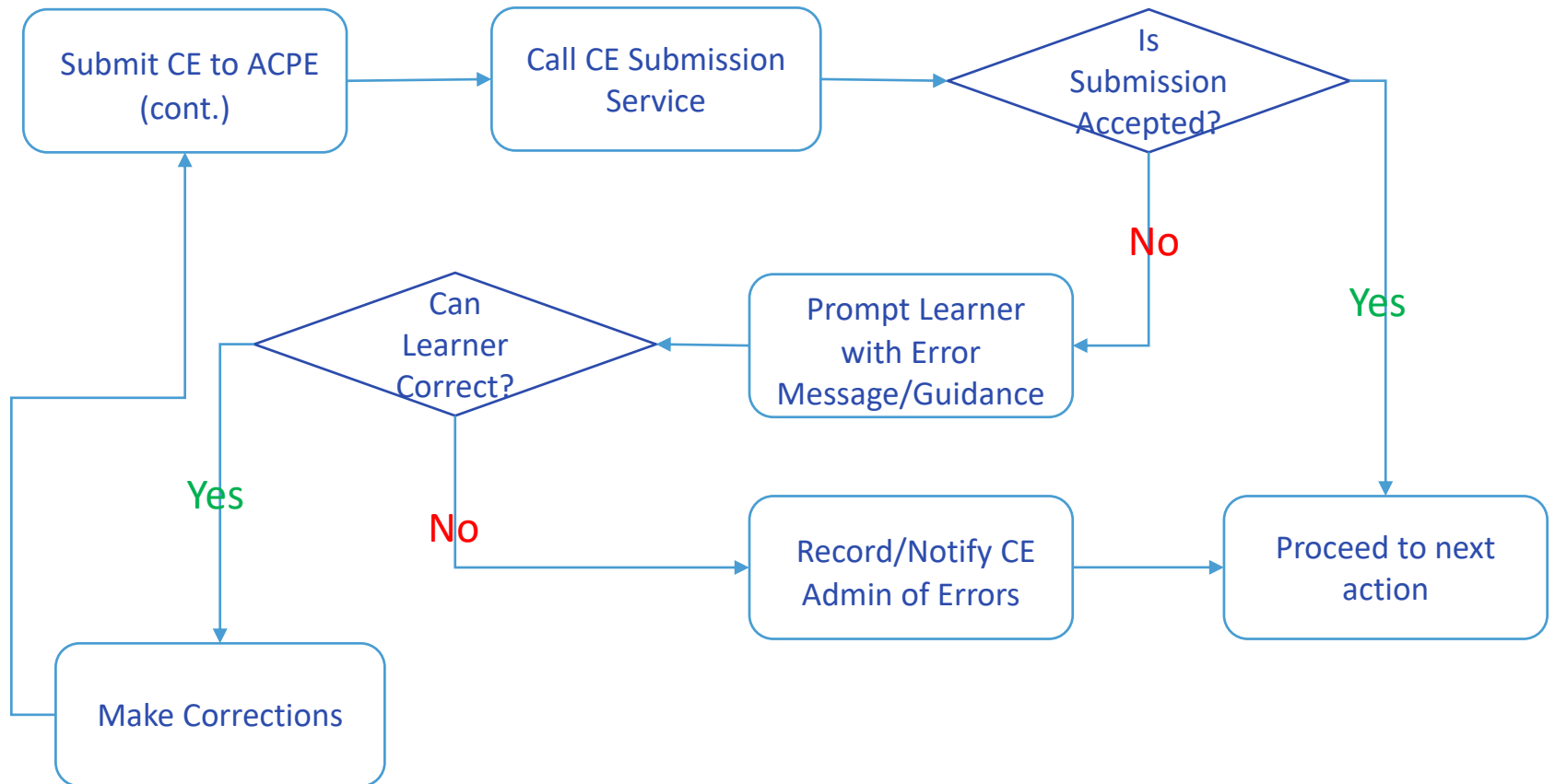
Best Practices – CE Learner Submission (Cont.)

•Submission Workflow



Best Practices – CE Learner Submission (Cont.)

•Submission Workflow



Best Practices – CE Learner Submissions (cont.)

6. Suggested appropriate messaging to learners on error.

- EPID:

- Ask the learner to verify the EPID/DOB in their LMS profile and/or NABP Profile. Learner should correct if needed.
- **NOTE:** newly registered EPIDs will be available for use within 60 minutes.

- ACPE UAN

- Alert the learner there is an error. No further action needed by learner.
- Notify the CE Provider Administrator there is an issue with the UAN. Take corrective actions.

- Participation Date



- Alert the learner there is an error. No further action needed by learner.
- Notify the CE Administrator there is an issue with Participation Date for the specified UAN. Take corrective actions.



Best Practices – Scenario #1

The Situation

- My system is allowing pharmacists and pharmacy technicians to enter their NABP E-PID real time. The learner did not have an EPID assigned/created when they entered the site, so the learner went to the NABP website and created a profile which generated a brand new EPID for the learner.
- The learner then entered the EPID into the LMS system and completed/submitted their CE to CPE Monitor. The learner then received an error that the EPID/DOB combination was invalid.



Best Practices – Scenario #1

What happened? What do I do?

- Hold off on submitting/re-submitting the CE
- Prompt the Learner to verify the EPID/DOB in their NABP profile and the EPID/DOB in their LMS profile.
- There may be a delay in the newly created EPID being available to CPE Monitor – please wait and try again in 60 minutes.
- Real-time validation is on the way (ETA – June 2021)



Best Practices – Scenario #2

The Situation

- The learner completed their CE and I submit to CPE Monitor.
- CPE Monitor returns an error indicating – Invalid EPID, Invalid UAN, and/or Invalid Date of Participation.
- Should the system resubmit automatically?



Best Practices – Scenario #2

What happened? What do I do?

- Hold off on re-submitting the CE
- Can the learner correct the error?
 - If yes – let them do so. (EPID/DOB error for example)
 - If no - The issue is something with the setup of the activity. The CE Provider must get involved.
- Provide proper reporting to the CE Administrator (number of errors/types of errors) so proper action can be taken to address the issue.
- Once the issue is corrected – resubmit to CPE Monitor.



Web Service Checklist

The following are the key areas to consider when implementing web service (or validate your existing integration)



- ***EPID Collection*** (gather appropriately and validate)
- ***ACPE UAN*** Entry – The CE Activity (it exists and dates are correct)
- ***Completion Date*** (submit date of course completed – not date of evaluation)
- **Capture Success/Failure of Submission**
- **Correct your errors** (notify someone, create a report, take action)
- **Show your learners the status of the submission**
 - Credit successfully uploaded
 - Unable to submit and why

How to Avoid Errors

Issue	Solution
Collecting ePIDs/DOBs	Have appropriate validation Enable the ValidateNABPePID service
Date/UAN errors	Check the Provider Web Tool make sure the UAN and dates are valid Enable the GetACPEActivityDetails service
Live CE date errors	Date of participation needs to be the actual live date of the activity Enable the GetACPEActivityDetails service
Home study date errors	Date of participation needs to be between the release date and the expiration date Enable the GetACPEActivityDetails service

IMPORTANT INFORMATION



Questions???



Who to Contact

1. Providers/IT Departments with questions

- Contact ACPE
- cpemonitor@acpe-accredit.org
- pwt@acpe-accredit.org
- Main Line: 312-664-3575

