Accreditation Council for Pharmacy Education

CPE Monitor

A Supplemental User Guide for Providers of CPD Programs

Awarding Credit for CPD Activities

12/02/2024

Contents

CPD Provider Access....3
Awarding CPD Units for CPD Activity Completion....4
Submit via Manual Entry Form....4
Remove CPD Units via Manual Entry Form....6
Submit via File Upload....6
Getting Support....8

CPD Provider Access

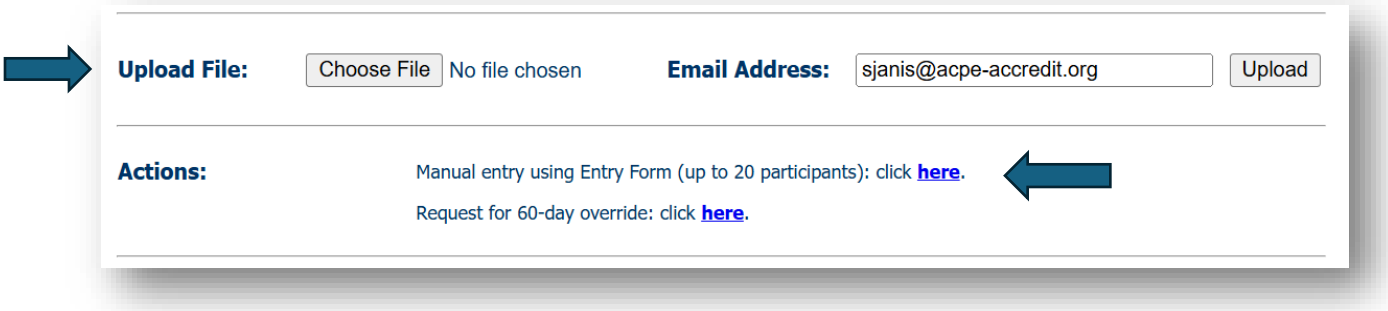
Providers of ACPE Accredited CPD programs will be granted access to the Provider Web Tool and CPE Monitor by ACPE Staff. Once an account is created by ACPE staff for the provider, a user ID and password will be shared with the CPD Administrator. The same user ID and password maybe used to access both the Provider Web Tool (https://apps.acpe-accredit.org/pwtool) and CPE Monitor (https://cpemonitor.acpe-accredit.org).

If the provider would like to allow additional users within their organization access to either the Provider Web Tool or CPE Monitor, please email cpdinfo@acpe-acccredit.org with the request to add additional users. Please include a name and email address for each user you would like to have access be granted to.

If you are already an ACPE Accredited CPE provider, you may use your existing credentials to create activities and award CPD units (CPDUs).

Awarding CPD Units for CPD Activity Completion

On the home page of the CPE Monitor provider dashboard – you will be presented with two options for awarding CPD Units.

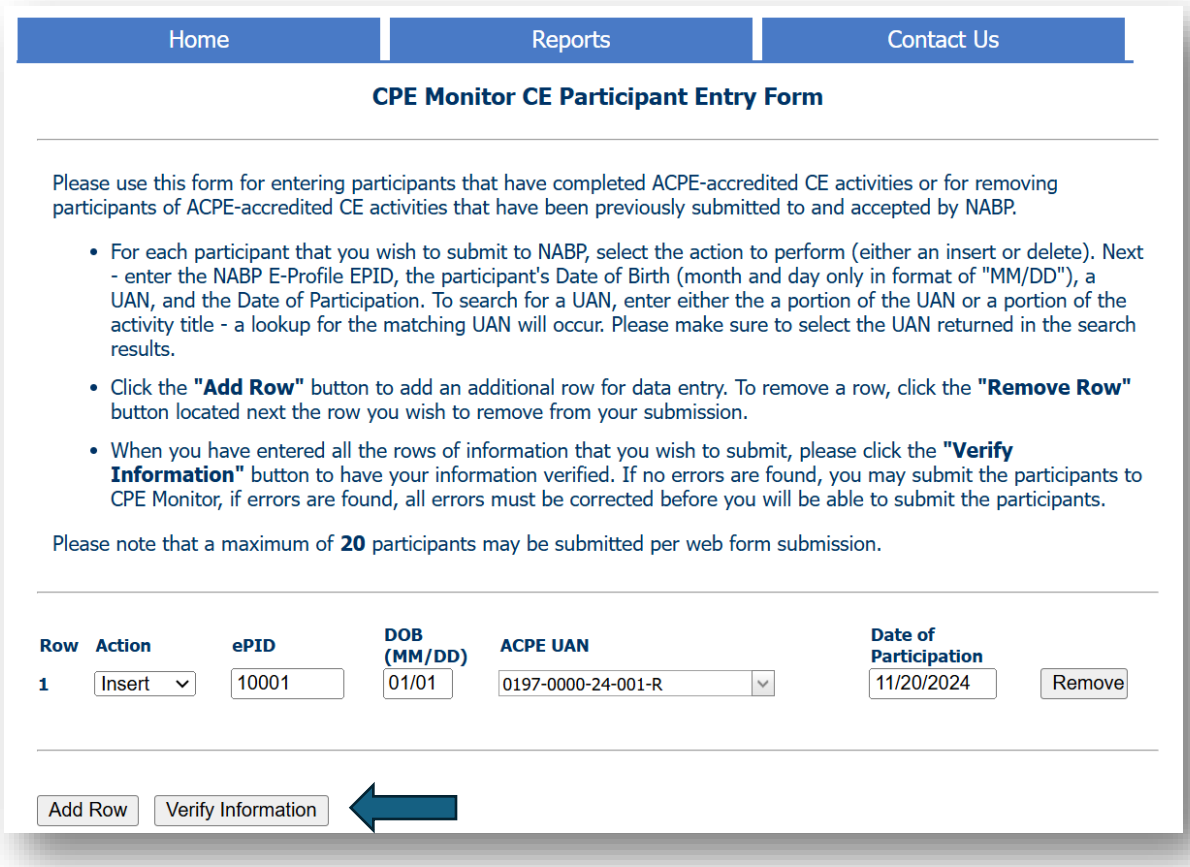


1. Upload a file using the CPE Monitor template (Excel or CSV).
2. Submit via "Manual entry using the Entry Form"

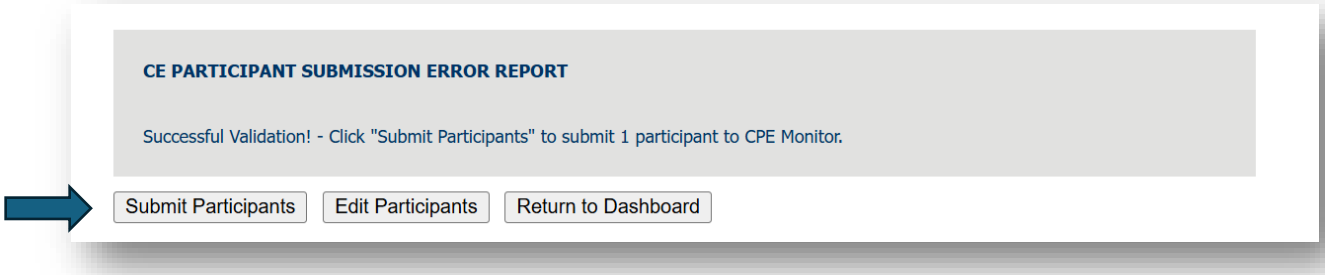
Submit via Manual Entry Form

Manual Entry Form is best used when awarding small CPD units to a small set of participants. To submit via the manual entry form (you may add up to 20 participants at a time):

1. Navigate to the form (https://cpemonitor.acpe-accredit.org/CPEWebEntry.aspx)
2. Select an action of "Insert"
3. Enter the learner's ePID and Date of Birth in MM/DD format
4. Select the appropriate CPDN
5. Choose the date of completion
6. Click "Verify Information"



Once the information is "verified", you can submit the participants.



If there are errors – you must either remove the rows having errors or correct the errors first before you will be allowed to submit. Use the "Edit Participants" button to correct any errors.

Validation includes:

1. Verify the EPID and DOB is correct
2. Verify the CPDN is correct and active

3. Verify the Date of Completion is within the release and expiration date of the CPD Activity

Remove CPD Units via Manual Entry Form

To remove CPD Units from a learner's transcript, simply follow the same instructions in the previous section except set the action to "Delete" instead of insert. Once submitted – the CPD Units will be removed from the learner's transcript.

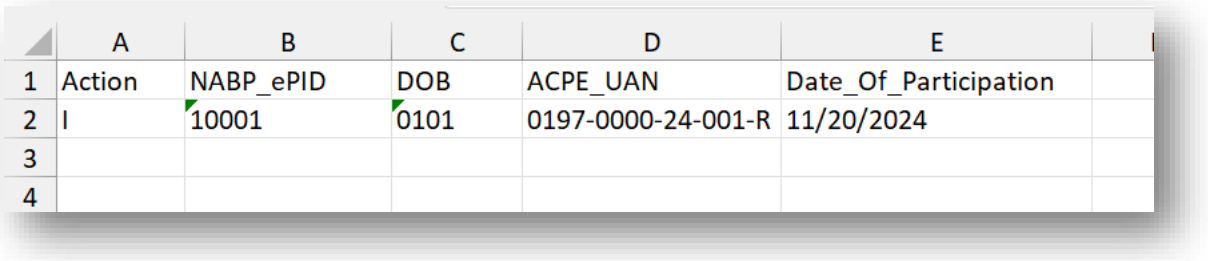
Submit via File Upload

Your second option is to upload via file upload. This is intended to be used for uploading larger sets of participants and/or when data can be exported and re-formatted from a third party LMS.

The upload template can be downloaded from the ACPE website (https://www.acpe-accredit.org/pdf/Excel%20Documents/CPEMonitorTemplateManualTransmission.xlsx).

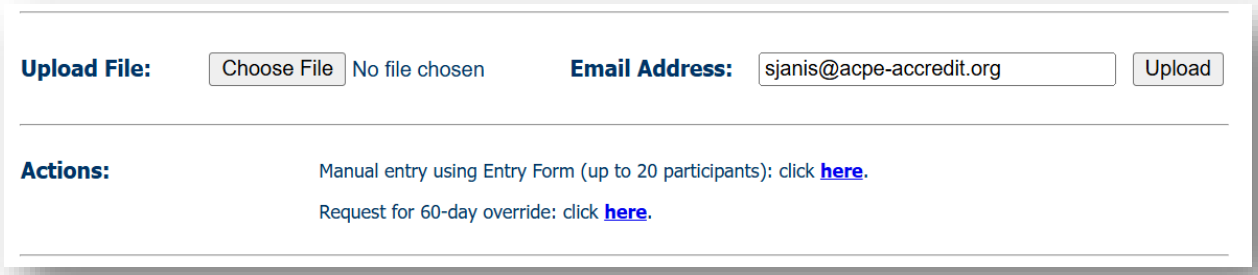
Simply fill out the template and name the file appropriately (with a provider number and date created).

1. Enter an action of "I" for insert or "D" for delete.
2. Enter the learner's ePID and Date of Birth in MMDD format
3. Enter the appropriate CPDN
4. Enter the date of completion with a format of MM/DD/YYYY



	A	B	C	D	E
1	Action	NABP_ePID	DOB	ACPE_UAN	Date_Of_Participation
2	I	10001	0101	0197-0000-24-001-R	11/20/2024
3					
4					

After creating the file, upload it from the home page of the CPE Monitor Provider Dashboard by choosing the file and then clicking "Upload"



Validation includes:

1. Verify the EPID and DOB is correct
2. Verify the CPDN is correct and active
3. Verify the Date of Completion is within the release and expiration date of the CPD Activity

Upload results can be viewed from the bottom of the home page.

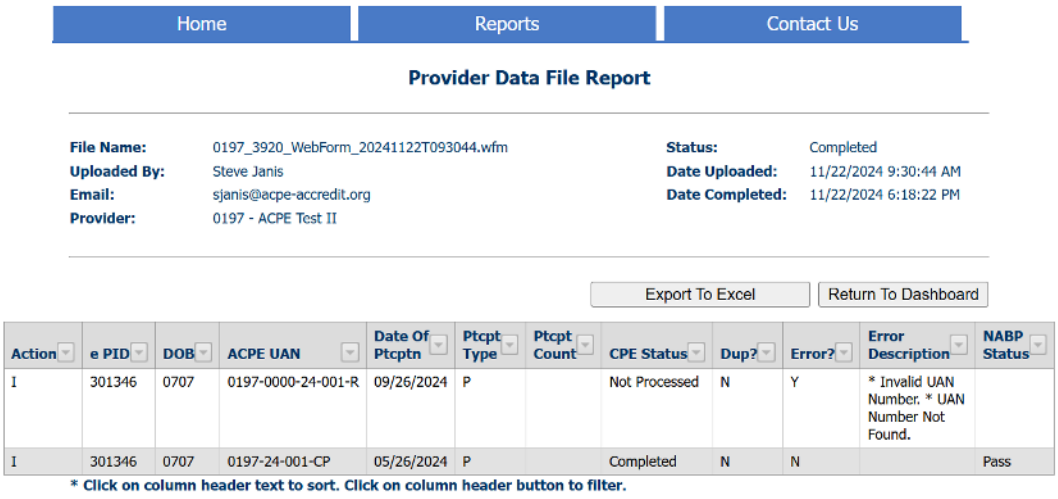
Summary of Manual or FTP Data Uploads Refresh

File Name / Web Form Submission	Date Uploaded	Status	Records Uploaded	Errors	Date Completed	Report
0197_3920_WebForm_20241122T093455.wfm	11/22/2024 09:34AM	Completed	1	0	11/22/2024	View
0197_3920_WebForm_20241122T093044.wfm	11/22/2024 09:30AM	Completed	2	1	11/22/2024	View
20240415_CE_Upload_ACPE.xlsx	04/15/2024 02:26PM	Completed	209	12	4/15/2024	View
0197_Reload_JA_Inserts_20240320.csv	03/20/2024 04:03PM	Completed	38	1	3/20/2024	View
0197_reload_inserts_20240320_errors.xls	03/20/2024 04:00PM	Completed	16	10	3/20/2024	View
0197_Reload_Inserts_20240320.csv	03/20/2024 03:52PM	Completed	151	16	3/20/2024	View
ACPE_Provider_Upload_Report_Extract_224336.xlsx	12/29/2023 11:39AM	Completed	10	0	12/29/2023	View

Page 1 of 2 (11 items) [1] 2

*** Click on column header text to sort.**

Click “View” to review the results.



If there are errors – you simply need to resubmit only those rows containing errors. Records that have been accepted will be sent to NABP and will appear on the learner's CPD transcript.

Submit via Web Service (API)

For those organizations that have integration with CPE Monitor already enabled, you may award CPD Units using the pre-existing web service methods by simply submitting the CPDN in place of the UAN.

For information on requesting a web service account or learning more about using the ACPE CPE Monitor Web Service API to submit learner completion records, please visit the CPE Monitor information page on the ACPE website.

The following documents should be reviewed:

CPE Monitor® Provisioning Process

CPE Monitor® EPID Validation

Provider's Three Modes of Transmission for CPE Monitor®

Getting Support

For questions or support – please contact CPDInfo@acpe-accredit.org or pwt@acpe-accredit.org.