

# Certificate Programs:



## ACPE Staff

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# Learning Objectives: Certificate Program in Pharmacy

- Define and describe ACPE Certificate Programs
- Demonstrate how to enter Certificate Programs in ACPE's Provider Web Tool
  - One Universal Activity Number (UAN)
  - More than one UAN
  - Certificate Program Form
- Describe how to award credit
  - Completion of UAN(s) credit
  - Completion of Certificate Program



# Certificate Program in Pharmacy

## Definition:

Structured and systematic postgraduate educational experiences for pharmacists that are generally smaller in magnitude and shorter in time than degree programs, and that impart knowledge, skills, attitudes, and performance behaviors to meet specific pharmacy practice objectives.



# Certificate Program in Pharmacy

In keeping with the definition of certificate programs, a minimum amount of credit for these activities is 15 contact hours.

Each certificate program must include the following components:

1. A didactic component such as live seminars, home study Internet-based materials, etc.
2. A hands-on component such as practice experiences, simulations, and/or such activities to assure demonstration of the skill or application of the stated professional competency.
3. Formative and summative assessment for each program.



# Certificate Program in Pharmacy

Certificate Program may include one module (one UAN) or multiple modules (multiple UANs). The provider should first input the modules of the Certificate Program in the Provider Web Tool. Then complete the Certificate Program form to designate which UANs are included in the Certificate Program.

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<sup>®</sup>, and, if applicable.
2. Award completion of the ACPE Certificate Program (CPN) via CPE Monitor<sup>®</sup>.



# Certificate Programs

Formerly known as Practice-Based Activities

- Practice-based activity → Certificate Program
- If a provider plans and conducts Certificate Programs, first the provider should input the knowledge and application components (UANs) of the Certificate Program in the **Create an ADF** section. Once completed, the **Certificate Program Form** should be completed.
- If the Certificate Program will include only one UAN, a Certificate Program form will be automatically generated.
- Each Certificate Program submission will create an ID:  
**Provider ID-Year-Sequence Number (ex. 0197-20-001)**
- CE credit for Certificate Programs will continue to be awarded via CPE Monitor.



# Option 1 to create a Certificate Program: Create a new Activity

- Create knowledge and application-based activities in the Web Tool as you normally would.
- Input all the activities that make the Certificate Program

Under “Activity Forms”, click “Create New Activity” and then hit **BEGIN**

## 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.).

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**Start A New Activity** ?

You will need to fill in the form below.

**Pending Activities** ?

Jennifer Test (7/23/2019)	-
Sterile Compounding and Ase	-
Template Test 2 (8/23/2017)	-
test (5/1/2017)	-

**Create Activity From Template** ?

-- Select One --

Create Activity From Template

Add Template Remove Template

Remove Edit

**Begin**

The certificate program guide can be found [here](#)



# Create a new activity (continued)

General Learning Objectives Keywords Grant Support Home Study Format

Year Activity Is Being Released: 21

Sequence Number (0001 - 9999): 012 Available Numbers

Title: \_\_\_\_\_

Provider Activity Id\*: \_\_\_\_\_  
*\* Please note - this field is to be used with the activity batch upload feature. The identifier entered must be a unique provider activity identifier generated in the provider's LMS or other activity management system.*

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.
- 08: Pain Management - 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.

-- Select --

Activity Type:  Knowledge  Application  Certificate Program

Certificate Program Number: \_\_\_\_\_

Regularly Scheduled Series:  No  Yes

Activity Format:  Home  Live  Home and Live

REMS-RPC Funded:  No  Yes

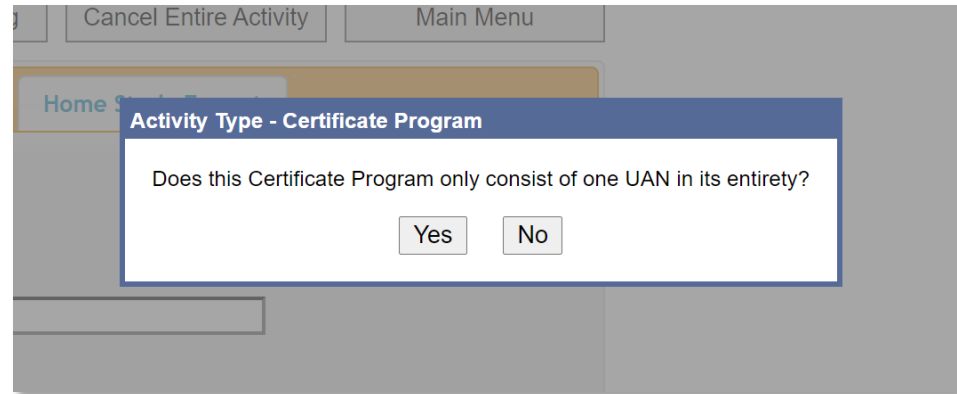
Contact Hours: \_\_\_\_\_ - OR - CEUs: \_\_\_\_\_

- Fill in the information for the Certificate Program as you usually would for an activity (year, title, target audience, topic designator, etc.) For “Activity Type”, select **CERTIFICATE PROGRAM**.



# Create a new activity (continued)

- After selecting “Certificate Program”, the following pop-up will appear →
- If the answer is **YES**, click yes and continue to fill out the activity form as you usually would.



- Please note that the Certificate Program needs to be **at least 15 contact hours**. As noted in the screenshot below, **the total live and home hours need to be entered in the home and live tabs separately**. The total contact hours for the whole program will then populate on the general tab.

Contact Hours  ? - OR - CEUs  ?

\* For Certificate Program Activities - please enter total Live Hours and total Home Hours on the Live and Home tabs.



# Create a new activity (continued)

- Once you complete filling out the CP information, hit submit and you will receive the UAN(s) as seen below:

The ADF has been submitted to ACPE.

Universal Activity Number (UAN) Variations:  
0197-0000-21-016-H01-P

Back	Review or make additional changes to the current activity.
Print/Preview	View the current activity information.
Search	Perform a new search.

# Create a new activity (continued)

- If the answer to the Certificate Program pop-up is **NO** (so the CP consists of multiple UANs), click no and continue to fill out the activity form as you usually would.
- Once you have the rest of your CP filled out in the web tool and hit submit, you will get a UAN as seen below.

Take note that, because your program has **multiple** UANs, you now have the option to **“Open Cert. Program”** from this page and go to **“Edit Certificate Program”**.

The ADF has been submitted to ACPE.

Universal Activity Number (UAN) Variations:

0197-0000-21-012-B01-P

Back

Review or make additional changes to the current activity.

Print/Preview

View the current activity information.

Search

Perform a new search.

Open Cert. Program

Open/Edit Certificate Program...

Please click here to return to the main menu.



# Create a new activity (continued)

From the “**Edit Certificate Program**” page, you will be able to:


- Edit the year
- Sequence number
- Edit the title
- Edit the contact hours
- Edit the release date
- Add UANs to the certificate program - you can use the drop-down shown to the right to search for UANs

### Edit Certificate Program

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

**General**

Year Certificate Program Is Being Released: 21

Sequence Number (0001 - 9999): 017 

Certificate Program Number: 0197-21-017-CP

Title: test

Description: test

Contact Hours: 17 - OR - CEUs: 1.7

Release Date: 05/31/2021 | Planned Expiration Date: 05/31/2024

Certificate Program Status: Submitted

UAN and Title Filter: 0197-0000-21-001-L04-P / Test with Gi

UAN List: 0197-0000-21-019-H01-T

To remove a UAN, select the item abover and click "Delete".

# Option 2 to Create a Certificate Program:

## Create Certificate Program

- A second option is to click “Create Certificate Program” under this section in the web tool. →

### Certificate Program

*What would you like to do:*

**Create Certificate Program** 

**Edit Certificate Program** 

**Copy Certificate Program** 

**Search Certificate Program** 

# Create Certificate Program

- If you choose this option instead of creating a new activity, you will automatically be taken to the “**Edit Certificate Program**” screen.

From this screen, you will add all the CP information:

- Year of the program
- Sequence number
- Title • Description
- Contact hours
- Release date
- **All supplemental UANs using the drop down. Once UANs are selected, they will appear in the “UAN list” box.**

**Edit Certificate Program**

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

**General**

Year Certificate Program Is Being Released: 21

Sequence Number (0001 - 9999): 017 Available Numbers

Certificate Program Number: 0197-21-017-CP

Title: test

Description: test

Contact Hours: 17 - OR - CEUs: 1.7

Release Date: 05/31/2021 Planned Expiration Date: 05/31/2024

Certificate Program Status: Submitted

UAN and Title Filter: 0197-0000-21-001-L04-P / Test with GI Add

UAN List: 0197-0000-21-019-H01-T

Delete

To remove a UAN, select the item abover and click "Delete".

# Create Certificate Program

- Once you submit the program, you will be given the certificate program UAN:

Certificate Program Number:

0197-21-019-CP

Back

Review or make additional changes to the current certificate program.

Print/Preview

View the current certificate program information.

Search

Perform a new search.

# 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<sup>®</sup>, and, if applicable,
2. Award completion of the ACPE Certificate Program (CPN) via CPE Monitor<sup>®</sup> 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

A	B	C	D	E
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

- Sample CSV Submission

```
Sample Upload CP.csv - Notepad
File Edit Format View Help
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**

You are logged on as Steve Janis [Logout](#)

Home	Reports	Admin	Accounts	Job History
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## CPE Monitor CE Participant Entry 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.

Row	Action	ePID	DOB (MM/DD)	ACPE UAN	Date of Participation	
1	<input type="button" value="Insert"/>	<input type="text" value="301346"/>	<input type="text" value="07/07"/>	<input type="text" value="0197-21-020-CP"/>	<input type="text" value="12/01/2021"/>	<input type="button" value="Remove"/>
2	<input type="button" value="Insert"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>



# 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



# Certificate Program Transcript

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:

**TRANSCRIPTS**  
Select a license to view state specific CPE activities or select Standard Transcript to view all activity.

- A data range can be applied to filter activities.
- Click the export button to download a PDF or Excel version of the transcript.
- A statement of completion can be viewed by clicking an activity title.

*If it has been more than 35 days since you submitted a CPE claim and the information is not yet in your e-Profile, contact the CPE provider for more information.*

Certificate Program

DATE AWARDED	TITLE	PROVIDER	CERTIFICATE PROGRAM NUMBER
12/21/2020	Non-Sterile Compounding Essentials for Pharmacists and Technicians Certificate	University of Connecticut School of Pharmacy	0345-20-002-Cp
06/15/2021	Sterile Compounding and Aseptic Technique 40 Contact Hours	Lone Star College - Tomball Pharmacy Technology	0777-20-010-Cp

< Showing 1 - 2 of 2 >



The user can click on any certificate and see the substitute certificate statement:



## CPE Monitor

Printed 11/1/2021

# Uat

**Participant Name**

Nancy Cooper

**Certificate Provider**

University of Connecticut School of Pharmacy

**NABP e-Profile ID** 1594106

**Program Information**

**Certificate Program Title** Non-Sterile Compounding Essentials for Pharmacists and Technicians Certificate

**Certificate Program Date** 12/21/2020

**Certificate Program Number** 0345-20-002-CP

**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:

TRANSCRIPTS


Select a license to view state specific CPE activities or select Standard Transcript to view all activity.

- A data range can be applied to filter activities.
- Click the export button to download a PDF or Excel version of the transcript.
- A statement of completion can be viewed by clicking an activity title.

*If it has been more than 35 days since you submitted a CPE claim and the information is not yet in your e-Profile, contact the CPE provider for more information.*

Standard Transcript

**TOTAL CPE HOURS: 35.00**

2.50 LIVE HOURS	32.50 HOME HOURS	13.00 ACPE HOURS	0.00 IPCE HOURS	22.00 NON-ACPE HOURS	 <input type="button" value="Export &gt;"/>
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ACTIVITY DATE	TITLE	PROVIDER	CREDIT TYPE	SOURCE	FORMAT	HOURS
08/27/2021	<a href="#">non acpe with cert</a>	Non ACPE Inc	NON-ACPE	Self Reported	Live	2.50
06/22/2021	<a href="#">Signs of Humna Trafficking</a>	Non ACPE PLC	NON-ACPE	Self Reported	Home	1.50
05/18/2021	<a href="#">Opioid Dispensing</a>	Non ACPE LLC	NON-ACPE	Self Reported	Home	16.00
05/07/2021	<a href="#">Over-the-Counter and into the ER: OTC Drug Overdoses</a>	PharmCon, Inc.	ACPE	ACPE	Home	4.00
05/06/2021	<a href="#">Implicit Bias Awareness for Pharmacists</a>	Non ACPE LLC	NON-ACPE	Self Reported	Home	2.00
04/13/2021	<a href="#">Introduction to Antibiotic Stewardship</a>	Cardinal Health Pharmacy Services, LLC	ACPE	ACPE	Home	4.00
04/05/2021	<a href="#">Feeling the Burn - The Pharmacist's Legal Role in Treating Dry Eye</a>	PharmCon, Inc.	ACPE	ACPE	Home	3.00
02/15/2021	<a href="#">Implicit Bias Awareness for Illinois Health Care Professionals</a>	Pharmacist's Letter Therapeutic Research Center	ACPE	ACPE	Home	2.00

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### TRANSCRIPTS

Select a license to view state specific CPE activities or select Standard Transcript to view all activity.

- A data range can be applied to filter activities.
- Click the export button to download a PDF or Excel version of the transcript.
- A statement of completion can be viewed by clicking an activity title.

*If it has been more than 35 days since you submitted a CPE claim and the information is not yet in your e-Profile, contact the CPE provider for more information.*

From  To  Standard Transcript Search

TOTAL CPE HOURS: 35.00

2.50  
LIVE HOURS

32.50  
HOME HOURS

13.00  
ACPE HOURS

0.00  
IPCE HOURS

22.00  
NON-ACPE HOURS

ACTIVITY DATE	TITLE	PROVIDER	CREDIT TYPE	SOURCE	FORMAT	HOURS
08/27/2021	<a href="#">non acpe with cert</a>	Non ACPE Inc	NON-ACPE	Self Reported	Live	
06/22/2021	<a href="#">Signs of Human Trafficking</a>	Non ACPE PLC	NON-ACPE	Self Reported	Home	
05/18/2021	<a href="#">Opioid Dispensing</a>	Non ACPE LLC	NON-ACPE	Self Reported	Home	16.00
05/07/2021	<a href="#">Over-the-Counter and Into the ER: OTC Drug Overdoses</a>	PharmCon, Inc.	ACPE	ACPE	Home	4.00
05/06/2021	<a href="#">Implicit Bias Awareness for Pharmacists</a>	Non ACPE LLC	NON-ACPE	Self Reported	Home	2.00
04/13/2021	<a href="#">Introduction to Antibiotic Stewardship</a>	Cardinal Health Pharmacy Services, LLC	ACPE	ACPE	Home	4.00
04/05/2021	<a href="#">Feeling the Burn - The Pharmacist's Legal Role in Treating Dry Eye</a>	PharmCon, Inc.	ACPE	ACPE	Home	3.00
02/15/2021	<a href="#">Implicit Bias Awareness for Illinois Health Care Professionals</a>	Pharmacist's Letter Therapeutic Research Center	ACPE	ACPE	Home	2.00

Export >

EXCEL 8

View Transcript



< Showing 1 - 8 of 8 >





# 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 have 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.

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

2/15/2021	IL7003-1209-18-002-H04-P	ACPE	ACPE	Implicit Bias Awareness for Illinois Health Care Professionals	General Pharmacy Topics	Pharmacist's Letter Therapeutic Research Center	0.00	2.00
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**Certificate Programs**

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



# Questions

1. How do CP's apply to JA providers?
2. Can you give partial credit for a CP?
3. Can you upload credit for a CP using LMS/Web services/how does that work?



# Who to Contact

1. Learner needing help with their eProfile
  - Contact NABP
  - [help@nabp.pharmacy](mailto:help@nabp.pharmacy)
  - 847-391-4406
2. Learner's CPE credit is missing
  - Contact the provider
  - [ACPE Accredited Providers](#)
  - [Jointly Accredited Providers](#)
3. Providers with questions
  - Contact ACPE
  - [cpemonitor@acpe-accredit.org](mailto:cpemonitor@acpe-accredit.org)
  - [pwt@acpe-accredit.org](mailto:pwt@acpe-accredit.org)
  - Main Line: 312-664-3575

