



# My CPD Platform

*A Guide for ACPE-Accredited CPE Administrators*

## What is My CPD?

My CPD is ACPE's web-based platform designed to support pharmacists and pharmacy technicians in documenting and managing their continuing professional development (CPD). My CPD emphasizes a comprehensive, outcomes-focused approach to lifelong learning that demonstrates real-world impact in practice.

ACPE CPE Administrators can create a free account to track CPD at the following link:  
<https://cpd.acpe-accredit.org/Account/Register>

## The Five-Stage CPD Cycle

My CPD guides learners through a structured five-stage process that transforms learning into measurable practice improvements:

### 1. REFLECT

Learners identify learning needs and professional goals through self-assessment. They document competency areas requiring development and the catalysts that prompted reflection (e.g., patient care issues, new responsibilities, practice gaps).

### 2. PLAN

Development of SMART learning objectives (Specific, Measurable, Achievable, Relevant, Time-bound) and identification of learning activities. Each CPD cycle can include up to three learning objectives.

*Example: Instead of "I want to learn about diabetes," a SMART objective would be "Within 3 months, I will implement a diabetes medication therapy management program that improves HbA1c outcomes for at least 10 patients."*

### 3. LEARN

Documentation of both formal and informal learning activities. My CPD accepts diverse learning sources:

- ACPE-accredited CE activities (available from CPE Monitor)
- Practice-based learning (e.g., medication reconciliation, protocol development)
- Scholarly activities (research, publications, presentations)
- Professional service (committee work, mentoring)
- Self-directed learning (journal articles, webinars, peer discussions)

## 4. EVALUATE

Assessment of whether learning objectives were achieved and how the learning impacted practice. Learners document measurable outcomes and reflect on the effectiveness of their chosen learning activities.

## 5. APPLY

Documentation of how new knowledge was implemented in practice and its impact on patient care, workflow improvements, or professional development. This stage connects learning directly to tangible practice changes.

## Key Platform Features

- CPD Cycle Management: Create and track multiple concurrent CPD cycles
- Flexible Entry Points: Begin at REFLECT, PLAN, or LEARN stages based on need
- CPE Monitor Integration: ACPE-accredited CE automatically syncs to portfolios
- Evidence Upload: Attach supporting documents, certificates, or work products
- Personal Notes: Private reflections for each stage of the CPD cycle
- Progress Tracking: Visual indicators show completion status for each cycle stage
- Mobile Access: Available via CPE Monitor Plus mobile app and web browser

## How My CPD Meets ACPE CPD Requirements

My CPD directly supports compliance with ACPE's CPD Program Accreditation Policies and Procedures by:

### Self-Directed, Ongoing Learning

The platform enables learners to take ownership of their professional development, identifying personal learning needs rather than passively consuming pre-selected content. Cycles can be short-term (developing a specific skill) or long-term (achieving board certification).

### Systematic and Outcomes-Focused

The five-stage structure ensures systematic planning and documentation. By requiring evaluation and application stages, My CPD ensures that learning demonstrates real outcomes—not just participation, but measurable impact on practice and patient care.

### Applied into Practice

The EVALUATE and APPLY stages require learners to document how learning was implemented in their work environment, creating accountability for practice application and demonstrating the connection between education and improved patient outcomes.

## Benefits for ACPE-Accredited CPE Providers

- Demonstrates Educational Impact: Shows how your CE activities contribute to practice change
- Enhanced Learner Engagement: Encourages deeper reflection and application
- Supports Accreditation Standards: Aligns with ACPE's emphasis on practice-based learning

- Professional Development Pathway: Positions your CE as part of comprehensive career growth
- Data-Driven Insights: Track how learners use your activities within their development plans

## Encouraging Learner Adoption

As a CPE provider, you can promote My CPD usage among your learners:

- Include My CPD information in post-activity communications
- Provide prompts for learners to document application in their CPD cycles
- Highlight how your activities align with common professional development goals
- Share success stories of learners who applied CE content in practice

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### For More Information

Access My CPD via CPE Monitor or the CPE Monitor Plus mobile app

Questions? Email: [cpdinfo@acpe-accredit.org](mailto:cpdinfo@acpe-accredit.org)

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