



# Annual Reporting in JA-PARS

## Checklist and Resources

### What do I need to do for annual reporting?

To fulfill your year-end reporting requirement, there are five steps to complete by **March 31, 2025 at 11:59 p.m. Central Time**:

- Accept the terms for the Joint Accreditation policy agreement, located on the dashboard in JA-PARS under Provider Agreement(s). All jointly accredited providers are asked to accept the policy agreement each year and at the time of reaccreditation.
- Enter all activities that started in 2024 and close all activities that also ended in 2024.
- If you provide enduring material activities, update the total cumulative learner counts as of December 31, 2024. Enduring materials should remain open until the end date, which may be up to three years from the start date.
- Complete and submit your Program Summary, located on the dashboard in JA-PARS.
- Review and update your organization's contact information. You can do this by clicking "Back to Accreditation Management" in the top right of the JA-PARS dashboard.

### How often should I enter activities in JA-PARS?

We encourage you to enter activities as they are planned and close them when they end. Enduring materials can be entered for a maximum three-year period. All other activity types can be entered for a maximum one-year period.

- Manually enter and update your activities. [Watch a video tutorial here.](#)
- Batch upload or update activities via Excel or XML. [Watch a video tutorial here.](#)

### When should I enter and/or finalize my total learner counts?

Enter your final cumulative learner counts once the activity has ended before you close the activity. For enduring materials that span multiple years and are still being offered, enter your cumulative learner counts through 12/31/24 by the 3/31/25 annual reporting deadline.

- Manually update your cumulative learner counts in JA-PARS. [Watch a video tutorial here.](#)
- Batch update your cumulative learner counts in JA-PARS via Excel or XML. [View instructions here under "Resources."](#) For activities that are not enduring materials, enter your final learner counts once the activity has ended before you close the activity.

Pharmacy and Pharmacy Technician Learners: The total learners submitted via ACPE's CPE Monitor as of January 30, 2025 are reflected in the Pharmacy and Pharmacy Technician fields. If your learner counts for pharmacists and pharmacy technicians have not yet been updated, you may perform the following steps to collect the number of pharmacists and pharmacy technicians using reports in CPE Monitor (participant report):

1. Login to your [CPE Monitor](#) account.
2. Go to the reports tab.
3. Run the UAN summary report for the reporting year period.
4. Key in your counts by UAN into JA-PARS or use the tab-delimited import for JA-PARS to import learner counts for each activity.

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### ***How do I close my activities?***

Once you have completed all required fields and added your total learner counts for all activities that ended in 2024, you will need to actively change the status of those activities to “closed.” You have the following options for closing your activities:

- Manually set the status to closed for an individual activity OR manually batch close a group of selected activities. [Watch a video tutorial here.](#)
- Batch close a group of selected activities via Excel or XML. [Watch a video tutorial here.](#) Select “Yes” in the Close Activity field in the template.

### ***What information will I need to report in the Program Summary?***

The Program Summary is a summary of financial resources available to your CE Program. Report data for the most recent 12-month period you have available. If your organization is the accredited provider for a jointly provided activity, you must report the same financial data as you do for directly provided activities, even if the joint provider received the funds.