



Guidance for Jointly Accredited Providers to Award ACPE/IPCE Credit to Pharmacists and Pharmacy Technicians

What is CPE Monitor®?

CPE Monitor® is a national, collaborative effort by ACPE and the National Association of Boards of Pharmacy (NABP) to provide an electronic system for pharmacists and pharmacy technicians to track their completed continuing pharmacy education (CPE) credits. It offers state boards of pharmacy the opportunity to electronically authenticate the CPE units completed by their licensees, rather than requiring pharmacists and technicians to submit their proof of completion statements upon request or for random audits. Jointly Accredited providers are required to submit a pharmacist or pharmacy technician's credits to CPE Monitor® for the learner to receive their credit.

Jointly Accredited providers should not distribute paper statements of credit to US licensed pharmacists and pharmacy technicians. If they do, the learners need to know these statements of credit are not valid. If a learner would like a paper statement of credit, please inform them to print it from their NABP e-profile. They should login to their e-profile at <https://nabp.pharmacy/> and they can print their entire transcript of CPE activity or select one CPE activity and print off the one statement of credit.

How CPE Monitor® Works

Pharmacists and pharmacy technicians have a unique identification number (NABP e-PID) after setting up their e-Profile with NABP (<https://nabp.pharmacy/programs/cpe-monitor/>).

Providers of continuing education will ask pharmacist and pharmacy technician learners to provide their NABP e-Profile ID and date of birth (DOB in MMDD format) to the Jointly Accredited provider when they register for a CPE activity or submit a request for credit. **It will be the responsibility of the pharmacist or pharmacy technician to provide the correct information [i.e. e-Profile ID and DOB (in MMDD format)] to receive credit for participating in a CE activity.**

For a given CPE activity, the only information to be uploaded by the provider includes each participant's NABP eProfile ID (ePID), DOB (in MMDD format), Joint Accreditation Universal Activity Number (UAN), and date of participation. Learners are not able to input their CE credit into their own e-profile.

The CPE Monitor® system will direct electronic data from Jointly Accredited providers to ACPE and then to NABP, ensuring that CPE credit is officially verified by the providers. Once information is received by NABP, pharmacists and pharmacy technicians will be able to log in to access information about their completed CPE activities in their e-profile at <https://nabp.pharmacy/>.

CPE Monitor® Access

Jointly accredited providers will receive a CPE Monitor® login to access the system and upload credit (please contact jacpemonitor@acpe-accredit.org).

For existing ACPE-accredited providers who achieve Joint Accreditation, a new login will be issued using a new Joint Accreditation provider ID instead of the existing ACPE provider ID. The ACPE provider ID will be discontinued and only the Joint Accreditation provider ID will be used moving forward to access CPE Monitor® and upload credit. Any UAN created in the JA-PARS will begin with the Joint Accreditation provider ID (i.e. JA1234567-0000-24-001-L04-P) (please contact jacpemonitor@acpe-accredit.org).

CE Activity information – Joint Accreditation UAN:

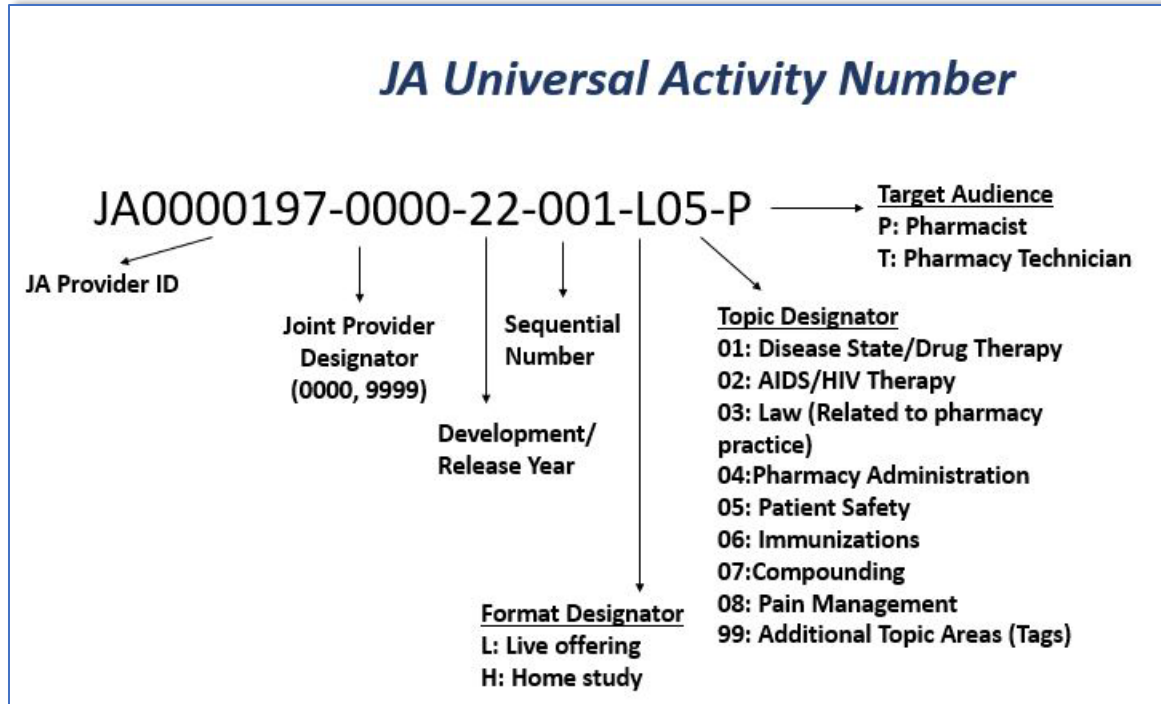
All Joint Accredited Providers must enter CE activity information in JA-PARS. If the provider indicates the activity is designed for pharmacists or pharmacy technicians, once the activity is submitted, a JA-UAN will be generated from the completed fields.

The JA-UAN is a 27 alpha-numeric identifier (including dashes). Each field represents a specific field, please see the diagram below. Please make an extra effort to ensure the correct topic designator is applied to the CE activity in that it is this topic designator that may represent a state board of pharmacy license/recertification renewal requirement. The Topic Designator is the last 2 digits of the JA-UAN. There are 9 topic designators, i.e.

- 01: Disease State Management/Drug Therapy - activities that address drugs, drug therapy, and/or disease states.
- 02: HIV/AIDS - activities that address therapeutic, 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: Pharmacy Administration - activities that address topics relevant to the practice of pharmacy that include the economic, social, administrative, and managerial aspects of pharmacy practice and health care.
- 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: Opioids/Pain Management/Substance Use Disorder - 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.

- 99: Additional Topic Areas - activities related to topics relevant to the practice of pharmacy not included in the classifications of the topic designators 01-08, 99.



Once the JAUAN is obtained, you will need this number to upload the learners' credit to CPE Monitor.

Regularly Scheduled Series

For most credits/contact hours, report the amount of credit/contact hours awarded for the entire series. Credit/contact hours are typically reported in 15 minute or 0.25 credit increments and rounded to the nearest quarter hour. For example, a monthly 1-hour grand round would report 12 credits/contact hours (12 session of 1 hour each). **However, if offering pharmacy credits, in the Pharmacy and/or IPCE credit field, report the amount of credit awarded in a single session.**

Steps to Manually Upload ACPE Credit

1. Please collect all pharmacist and pharmacy technician's NABP ePID number (4-8 digits) and DOB (MMDD format) .

2. **Within 60 days of the date of participation of the activity**, a pharmacist or pharmacy technician's credit must be submitted by the provider to CPE Monitor® upon the learner's successful completion of all credit claiming requirements. **The course JA UAN must be created first in JA-PARS prior to submitting the credit to CPE Monitor®.** To manually upload credits into CPE Monitor®, a provider can submit a completed Excel spreadsheet which, when submitted, will process as credit to be validated and electronically sent to the learner's personal NABP CPE Monitor® eProfile. Please leave the header row in the spreadsheet as is, as CPE Monitor® interprets that information as instruction on what to do with a record.

- a. Underneath the header row, please type in the requested information for the first learner being submitted. One row=one learner record.
- b. The Action code should be the letter **I** for “insert”. This tells CPE Monitor® to import and process the data.
- c. Type in the learner’s NABP ePID. These digits will be between 4-8 numbers and begin with any number between 1-9. If a learner gives you a shorter or longer number, that is not a valid NABP ePID and they need to submit the corrected information to you.
- d. Type in the learner’s date of birth in the format MMDD (e.g. 0510), no year and no slashes. **This column should be a text field** (vs a number column; if you leave it as a number column, the leading zero if applicable will not be read).
- e. Type in the JA UAN generated by JA-PARS this learner completed. The format should match the UAN exactly (i.e. JA1234567-0000-24-001-L01-P). Please ensure the correct learner receives the correct JA UAN.
- f. Type in the valid date of participation the learner completed. This date of participation must match what is listed in JA-PARS, as CPE Monitor® validates information against that tool. The date should be formatted as 01/01/2024 with slashes and full year.
- g. Participant Type should be entered as the letter “P” for pharmacy personnel **or** left blank. “P” is use for both a Pharmacist or a Pharmacy Technician learner with an EPID as we cannot differentiate a pharmacist from a technician – the UAN determines that (-P vs -T).If the target audience is something other than pharmacy personnel, then fill in the appropriate health profession if you will award ACPE/IPCE credit to CPE Monitor, i.e. P or Zero Length String – Pharmacist or Pharmacist Technician; D – Doctor; N – Nurse; O – Other; IP – International (non-US licensed) Pharmacist; IT – International (non-US licensed) Pharmacy Technician.
- h. For Participant Count, please include the number of **Non-Pharmacist** learners, if any submitted for ACPE/IPCE credit via CPE Montior. This field is required if the participant types D, N, O, IP, or IT and must be a positive integer value.
- i. If awarding partial credit, please enter “**Y**” and fill in the number of contact hours that will be awarded to that learner in the Credit_Awarded column. If the full CE activity credit amount is being awarded, please enter “**N**” in the ‘Is_Partial_Credit’ column, leaving the Credit_Awarded field blank so the full credit amount noted in JAPARS will automatically be issued.
- j. For Credit Type, please enter an **H** for hours.
- k. Title and save the spreadsheet.

Action	NABP_ePID	DOB	JA_UAN	Date_Of_Participation	Participant_Type	Participant_Count	Is_Partial_Credit	Credit_Awarded	Credit_Type_H
I	10001	0411	JA1234567-0000-23-001-L01-P	5/11/2023	P	1	Y	0.5	H
I	10002	1027	JA1234567-9999-23-126-H04-P	10/12/2023	P	1	N		

Continue to fill out each Excel row for each pharmacist or pharmacy technician you are submitting credit for. Once the spreadsheet is complete and saved, please log into CPE Monitor®.

3. Access to CPE Monitor® login page: <https://cpemonitor.acpe-accredit.org/Login.aspx?e=1&ReturnUrl=%2f>

- a. Login into CPE Monitor® with the login provided to you by ACPE
- b. Click Browse option on the “Upload File” section.
- c. Open the saved spreadsheet you would like to submit for credit.
- d. Type in your email address, as CPE Monitor® will send a confirmation report to that address to confirm if any errors were present that need to be fixed so the record will go through.
- e. Click Upload.

You will see the spreadsheet you just submitted now populated as the top record under “Summary of Manual of FTP Data Uploads” on the home page of your login screen. The record will initially state “pending” but once CPE Monitor® has processed the information it will state “completed” (takes about 10 minutes).

If a record has successfully passed through CPE Monitor®, it will state “pass”. This confirms that the learner now sees that record in their personal online NABP CPE Monitor® transcript.

If there are any errors, a record number will be listed under the Error column indicating the number of rows that had errors. You can view the exact error message by clicking *View* under the *Report* column next to *Date Completed*. If there are any errors, then those records did **not** go through and need to be fixed and resubmitted so the pharmacist or pharmacy technician receives their credit.

IPCE credit

The IPCE credit designation identifies team-based CE activities. It should only be used for activities that have been planned by and for the health care team. IPCE may be chosen when the activity allows members from two or more professions to learn with, from, and about each other to enable effective collaborations and improve health outcomes. For activities that are focused on a single profession, for example, medicine, nursing, or pharmacy, jointly accredited providers should designate appropriate credit. An activity may be offered as IPCE as well as for one or more professions.

Note: For pharmacists/pharmacy technicians CE credit submitted to CPE Monitor, if both the IPCE and ACPE credit options are checked on the activity, then only the IPCE credit will be awarded to the learner and appear on their transcript. A pharmacist/pharmacy technician may earn only one type of credit (either IPCE or Pharmacy) for a specified activity.

Issuing Partial Credit

Only jointly accredited providers may offer partial ACPE credit. Providers should input their JA-PARS activity with the maximum amount of allowed credit and obtain a Joint Accreditation Universal Activity Number (JA UAN). If a provider chooses to award partial credit, only one record may be submitted for the learner for that JA UAN with the respective amount of credit.

Please be aware: if a conference encompasses content specifically pertaining to multiple topic designators (01-08,99), please input these CE activities separately into JA-PARS.

Additional Modes of ACPE Credit Transmission

Two other modes of transmission are **Secured File Transfer Protocol and Web Service** you're your organization would like to set up this type of transmission, please email the following to jacpemonitor@cpe-accredit.org:

Information Technology Contact Name: Name of the individual who will manage any processes developed for calling the real-time web service.

Information Technology Contact Phone: Phone of individual who will manage any processes developed for calling the real-time web service. Only used during initial configuration and when issues arise.

Information Technology Email Address: Email of individual who will manage any processes developed for calling the real-time web service. Only used during initial configuration and when issues arise.

IP Address of Transmitting Server/Machine: IP Address of the computer that will be calling the Web Service. This is needed to ensure that only approved machines/locations are transmitting information to ACPE.

Data Manager Contact Name: Name of the individual who will be monitoring status of activity submitted to ACPE. This is typically someone who would be tracking what was accepted, what was rejected, and managing any data submission issues reported by CPE Monitor®.

Webform: If you go into CPE Monitor, on the home page under Actions, you may select to use the webform 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 JA-UAN, enter either a portion of the JA-UAN or a portion of the activity title - a lookup for the matching JA- UAN will occur. Please make sure to select the JA-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 to 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.

Timeline for ACPE Credit Submission

Providers have a maximum 60 days post the CPE activity participation date to upload the participant credit into CPE Monitor®. **The provider must upload the CE activity into JA-PARS prior to uploading credit into CPE Monitor®.** Specifically:

a. For Live Activities: The provider must upload the pharmacist or pharmacy technician's information 60 days from the date the participant completed the CPE activity.

b. For Enduring Activities: The provider must upload the pharmacist or pharmacy technician's information 60 days from the date the learner completed the CPE activity. The date of participation must be between the initial release date and the expiration date of the enduring

activity. If the participant completes the enduring (home study) activity on the date of expiration, the provider will have 60 days post-expiration date to upload the participant information.

Mistakenly Submitted the Wrong Credit – How to Delete a Record

The process to delete (and reinput a record) are as follows:

1. Login to CPE Monitor
2. In the middle of the page, Actions, click on: Manual entry using Entry Form (up to 20 participants): click here OR you may use a spreadsheet.
3. Please complete the fields – the first field place a Delete then input the e_PID, MMDD, JAUAN, and date of participation that was input, click on hours.
4. Press Verify information.
5. If all OK (will say on the bottom) – then click submit so it may remove the record.
6. Wait about 1 hour, then do it again except now input I for Input in the first field with the correct information.
7. Follow the steps again to input the correct hours.

Benefiting Pharmacists and Pharmacy Technicians

CPE Monitor® will provide a secure, central system that maintains and tracks all ACPE-accredited CPE credits. This streamlined process will eliminate the need to file and maintain hard copy statements of credit for CPE activities taken from ACPE and Joint Accreditation providers. Instead, online access to their inventory of completed credits will allow pharmacists and pharmacy technicians to easily monitor their compliance with the CPE requirements of the state or states where they hold a license or registration. Licensees of participating boards will no longer have to mail hard copy proof of CPE statements of credit to those boards.

For added convenience, the NABP e-Profile is available 24/7 for pharmacists and pharmacy technicians to view a comprehensive list of the ACPE-accredited CPE activities they have taken. All information will be maintained in a highly secure environment. ACPE and NABP do not distribute any personal information for commercial purposes without consent.

Questions

Pharmacists or pharmacy technicians with questions regarding their ACPE credit should refer to the Jointly Accredited provider offering the credit.

Pharmacists or pharmacy technicians with questions regarding their NABP e-Profile should refer to the NABP website or contact NABP Customer Service.

NABP Customer Service
help@nabp.pharmacy Tel: 847-391-4406

Joint Accredited providers with questions regarding ACPE/IPCE credit to pharmacists and pharmacy technicians, should contact jacpemonitor@acpe-accredit.org.