

Pharmacy Certificate Program Entry

A pharmacy continuing education certificate program is a structured and systematic postgraduate educational experience for pharmacists and pharmacy technicians 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. Each certificate program must have a minimum of 8 contact hours awarded upon completion.

As part of the data collection for an Activity in JA-PARS, within the section related to Pharmacy - you are prompted with two questions referencing Certificate Programs:

What is the pharmacy activity type? *

Knowledge Application Certificate Program

Is this a Pharmacy Certificate Program? *

Yes No

To be considered a Pharmacy certificate program, it 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.

If you respond "Yes" to 'is this a Pharmacy Certificate Program' – once you have completed the entry of your activity and saved your changes, you will be presented with a link to the ACPE Provider Web tool (PWT). This is where you will be able to enter the final details about the Certificate Program you are offering.

ADD AN ACTIVITY

Activity successfully added

Activity ID: 202922784 | Internal ID: test1234

To create a new Certificate Program or register this activity with an existing certificate program, please click [here](#).

The ACPE Provider Web Tool can be found at <https://apps.acpe-accredit.org/PWTool/Login.aspx?t=JA>. ACPE will provide your organization with credentials for managing pharmacy learner credit and managing certificate programs upon request.



From the main home page, you will find links that will allow you to create and manage certificate programs. If you choose "Create Certificate Program", you will be able to add all the relevant certificate program information:

- Year of the program
- Sequence number
- Title
- Description
- Contact hours
- Release date

The certificate program itself must be made up of CE Activities previously entered in JAPARS. These individual activities may then be chosen as a component of the certificate program. One or more CE activities can be associated with a certificate program.

General

Year Certificate Program Is Being Released: 25

Sequence Number (0001 - 9999): 001 # Available Numbers

Certificate Program Number:

Title: My Certificate Program

Description: The program certifies you in

Contact Hours: 8 - OR - CEUs: 0.8

Release Date: 01/22/2025 Planned Expiration Date: 01/22/2028

Certificate Program Status: Not Submitted

UAN and Title Filter: JA4008211-0000-23-001-L08-P / Testir Add

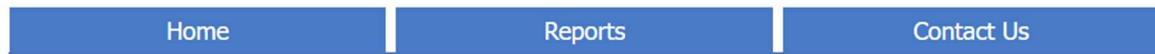
UAN List:
JA4008211-0000-24-008-L99-P
JA4008211-0000-24-036-H01-P
Delete

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

When saved – a Certificate Program Number (CPN) will be created. This number can be used to award certificate completion.

If you recall, 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 JAUANs (modules) completed via CPE Monitor®, and, if applicable,
2. Award completion of the Certificate Program (CPN) via CPE Monitor®.



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	Is Partial Credit	Credit Awarded	Credit Type	
1	Insert	301346	07/07	JA4008211-25-001-CP	01/22/2025	<input type="checkbox"/>		Hours	Remove

For a given Joint Accreditation Universal Activity Number (JAUAN) 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, web form, and web services may be used to award certificate program completion. In the JAUAN 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.

Please note that at least ONE of the JAUAN components of the certificate program must be completed by the learner prior to awarding the certificate program.

Once awarded – a pharmacist or pharmacy technician may view their certificates in CPE Monitor via their transcript. A Pharmacy learner may access their transcript at <https://dashboard.nabp.pharmacy/#/login>

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 Search

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

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