



JOINT ACCREDITATION™  
INTERPROFESSIONAL CONTINUING EDUCATION



## **Guidance for Jointly Accredited Providers to Award ACPE Credit**

### **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® in order for the learner to receive their credit. Paper statements of ACPE credit are not issued.

### **How CPE Monitor® Works**

Pharmacists and pharmacy technicians have a unique identification number (NABP e-PID) after setting up their e-Profile with NABP (see How to Register for CPE Monitor®). Providers of continuing education will ask pharmacist and pharmacy technician participants 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)] in order 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/>.

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.

### **CPE Monitor® Access**

Jointly accredited providers will receive a CPE Monitor® login in order to access the system and upload credit. 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. JA1234567-0000-17-001-L04-P).

### 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 (01-07), please input these CE activities separately into JA-PARS.

### Steps to Manually Upload ACPE Credit

1. Please collect all pharmacist and pharmacy technician's NABP ePID number (4-7 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 4-7 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.
  - e. Type in the JA UAN generated by JA-PARS this learner completed. The format should match the UAN exactly (i.e. JA1234567-0000-18-001-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 01/01/2017 with slashes and full year.

- g. Participant Type should be entered as the letter “P” for either a pharmacist or pharmacy technician learner.
- h. Type in the number “1” for Participant Count.
- 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 will automatically be issued.
- j. Title and save the spreadsheet.

1	Action	NABP_ePID	DOB	ACPE_UAN	Date_Of_Participation	Participant_Type	Participant_Count	Is_Partial_Credit	Credit_Awarded
2	I	10001	0101	JA1234567-0000-17-030-H05-P	1/1/2018	P		Y	0.5
3	I	10001	0101	JA1234567-0000-17-034-H05-P	1/1/2018	P		Y	1
4	I	10001	0101	JA1234567-0000-17-035-H01-P	1/1/2018	P		N	
5									
6									

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 needs to be fixed so the record will go through.
  - e. Click Upload.

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

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

### **Additional Modes of ACPE Credit Transmission**

Two other modes of transmission are Secured File Transfer Protocol and Web Service. Please review the CPE Monitor® technical specifications document here [https://www.acpe-accredit.org/pdf/CPEMonitor\\_TechnicalSpecifications.pdf](https://www.acpe-accredit.org/pdf/CPEMonitor_TechnicalSpecifications.pdf) for further guidance to your IT staff.

### **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.

### **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.

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

### **Questions**

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](mailto:help@nabp.pharmacy)

Tel: 847-391-4406

Fax: 847-375-1114

Hours: Monday - Friday, 9 AM to 5 PM central time

**JA-PARS Help**  
[info@accme.org](mailto:info@accme.org)

**CPE Monitor® Help**  
[cpemonitor@acpe-accredit.org](mailto:cpemonitor@acpe-accredit.org)