

Reporting Activities for Joint Accreditation

Jointly accredited providers use the **Joint Accreditation Program and Activity Reporting System (JA-PARS)** as a *single unified system* to record information about all of their activities – whether interprofessional or focused on a single profession.

Logging in to JA-PARS

All jointly accredited providers have an account in JA-PARS. To log in for the first time and/or reset your password, begin by clicking on “Can’t Log In or forgot your password.” Follow the prompts to set a password and gain access to the system.

Fields for JA-PARS

Jointly accredited providers enter activity and program-related information into **JA-PARS** as a part of their annual reporting requirements. For questions about fields not featured below, please refer to [About JA-PARS](#) on the Joint Accreditation website.

1. Target Audience: Providers will need to designate the Target Audience based on the audience for which the activity was designed; select all that apply.

2. Credits/Contact Hours: Providers will need to indicate how many credits (if any) will be designated for each of the following types:

- Nursing
- Optometry
- Pharmacy
- *AMA PRA Category 1™* Credit
- *AAPA Category 1™* Credit
- Psychology
- Social Work
- IPCE

Add an Activity for Reporting Year 2019

Fields marked with an asterisk are required to save an activity. All fields except for those labeled "optional" are required to close an activity.

Activity Type*	<input type="text"/>		
Activity Title*	<input type="text"/>		
Provider Activity ID	<input type="text"/>		
Activity Date*	<input type="text"/>		
Providership	<input type="text"/>		
Hours of Instruction	<input type="text"/>		
Is this an IPCE Activity? <input type="radio"/> Yes <input checked="" type="radio"/> No			

1 Target Audience (check all that apply) ?

<input type="checkbox"/> Nurse	<input type="checkbox"/> Optometrist	<input type="checkbox"/> Pharmacist	<input type="checkbox"/> Pharmacy Technician
<input type="checkbox"/> Physician	<input type="checkbox"/> Physician Assistant	<input type="checkbox"/> Psychologist	<input type="checkbox"/> Social Worker
			<input type="checkbox"/> Other <input type="text"/>

2 Number of Credits/Contact Hours (complete all that apply)

Nursing	<input type="text"/>	Optometry	<input type="text"/>	Pharmacy ?	<input type="text"/>
AMA PRA Category 1™ Designated	<input type="text"/>	AAPA Category 1™ Designated	<input type="text"/>		
Psychology	<input type="text"/>	Social Work	<input type="text"/>		
IPCE Credits	<input type="text"/>				

Additional information when Target Audience is Pharmacist or Pharmacy Technician – If you indicate that the activity is designated for either Pharmacists or Pharmacy Technicians in the Target Audience field, an additional section will open in which you need to indicate the following information:

3. **Sequence Number:** This number is auto-assigned and used by ACPE for tracking an activity

4. **Pharmacy Activity Type** has the following options:

➤ **Knowledge-based CPE activity -**

These CPE activities should be designed primarily for pharmacists and technicians to acquire factual knowledge. This information must be based on evidence as accepted in the literature by the health care professions. The minimum credit for these is 15 min or 0.25 contact hour.

➤ **Application-based CPE activity -**

These CPE activities should be designed primarily for pharmacists and technicians to apply the information learned in the time frame allotted. The information must be based on evidence as accepted in the literature by the health care professions. The minimum credit for these activities is 60 minutes or one contact hour.

➤ **Practice-based CPE activity -** [Previously named Certificate Programs in Pharmacy] These CPE activities are primarily constructed to instill, expand, or enhance practice competencies through the systematic achievement of specified knowledge, skills, attitudes, and performance behaviors. The information within the practice-based CPE activity must be based on evidence as accepted in the literature by the health care professions. The formats of these CPE activities should include a didactic component (live and/or home study) and a practice experience component (designed to evaluate the skill or application). The provider should employ an instructional design that is rationally sequenced, curricular based, and supportive of achievement of the stated professional competencies. The minimum amount of credit for these activities is 15 contact hours.

If you have selected Pharmacist or Pharmacy Technician as the target audience for this activity please complete below.

3 Sequence Number 007

4 Pharmacy Activity Type

5 Topic Designator

6 Live Date + X

5. **Topic Designator** has the following options:

- **01: Disease State Management/Drug Therapy** - activities that address drugs, drug therapy, and/or disease states.
- **02: AIDS Therapy** - activities that address therapeutic, legal, 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: General Pharmacy**- activities that address topics relevant to the practice of pharmacy other than those included in the classifications of drug/disease therapy related, HIV/AIDS therapy related, and law.
- **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 the 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.

6. **Live Date:** For live pharmacy events, this field is to indicate all of the dates for which the activity occurred. After entering a date, select the “+” sign to add the date to your list. If you would like to remove a date from the list, highlight the date to be removed and select “X.”

Reporting Participation

7. **Participation:** There are new options for reporting learner participation. Providers will now be able to report the number of participants for the following audiences: Nurses, Physicians, Psychologists, Optometrists, Physician Assistants, Social Workers, and Other Learners. For Pharmacists and Pharmacy Technicians the field will be automatically populated from CPE Monitor[®], so providers do not have to manually add this information. CPE Monitor[®] is a national, electronic service developed collaboratively by the National Association Boards of Pharmacy and ACPE to store and authenticate data for completed CPE credit for pharmacists and pharmacy technicians. To obtain login credentials, please contact cpemonitor@acpe-accredit.org.

Participation - Number of Individuals Who Completed the Activity			
Nurses	<input type="text"/>	Optometrists	<input type="text"/>
Pharmacists [?]		Pharmacy Technicians [?]	
Physicians	<input type="text"/>	Physician Assistants	<input type="text"/>
Psychologists	<input type="text"/>	Social Workers	<input type="text"/>
Other Learners	<input type="text"/>		

Tab-delimited Batch Upload, XML Batch Upload, and Web Services

JA-PARS will support tab-delimited batch upload, XML batch upload, and web services for registering jointly accredited activities. For more information on the technical files and documentation, please refer to [JA-PARS Activity Submission](#).

Questions?

If you have questions about **JA-PARS** not covered in this information sheet, we welcome you to contact the ACCME at info@jointaccreditation.org.