

CPE Monitor[®]

Technical Specifications

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This document describes how one would get started using the CPE Monitor[®], how one would exchange information with ACPE, what format that information must be provided in, and how one goes about receiving confirmation that a file has been successfully processed. The intended audience for this document is Information Technology Department staff and Data Processing staff.

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What Is CPE Monitor®?

ACPE and the National Association of Boards of Pharmacy (NABP) have developed a continuing pharmacy education (CPE) tracking service, CPE Monitor®, that will authenticate and store data for completed CPE units received by pharmacists and pharmacy technicians from ACPE-accredited providers.

What Are the Benefits of CPE Monitor®?

The service promises to save state board of pharmacy, CPE providers, pharmacists, and pharmacy technicians time and expense by streamlining the process of verifying that licensees and registrants meet CPE requirements and by providing a centralized repository for pharmacists' and pharmacy technicians' continuing education credits.

This service will be particularly helpful to the growing number of pharmacists and pharmacist technicians who are licensed in multiple states, and thus may need to meet the varied CPE requirements of different state boards of pharmacy.

Providers will not provide electronic or printed statements of credit to their pharmacist and pharmacy technician participants. Instead, once information is received by NABP, the tracking system will make CPE data for each participant available to the state boards of pharmacy where the participant is licensed or registered. Implementation of the CPE tracking system will also eliminate the need for Annual Activity Update (AAU) reporting by the provider each year.

How Will CPE Monitor® Work?

The CPE tracking system creates a direct link for sending CPE data from ACPE-accredited providers to CPE Monitor® and then to NABP, ensuring that all reported CPE units are officially verified by ACPE-accredited providers.

Pharmacists and pharmacy technicians must obtain a unique identification number from NABP to be used when registering for a CPE activity or claiming credit from an ACPE-accredited provider. For a given Universal Activity Number, the provider will be offered a variety of mechanisms to upload each participant's NABP e-profile ID number via CPE Monitor® within 60 days of the date of participation. After CPE units are processed by CPE Monitor® and NABP, pharmacists and pharmacy technicians will be

able to login to a comprehensive electronic profile, [NABP e-Profile](#), to access information about their completed CPE and print their transcript if needed.

Provisioning Process

How Do I Get Started?

CPE Monitor® has been designed to allow for three methods of data transmission:

- **Manual**
 - Intended Audience – smaller organizations with limited or no information system department or staff.
 - Data is transmitted via a secure website by an authorized user through an Excel spreadsheet template.
 - Status is monitored on the website through a personal dashboard.
 - Authorized users are notified via email regarding the status of their data submission

- **Automated**
 - Intended Audience – larger organizations with information system staff that will be preparing and transmitting data via an automated process.
 - Data is transmitted to a secured FTP (S-FTP) site managed by ACPE.
 - Data is queued for processing by CPE Monitor and the status of the transmission is provided via email.
 - Users may also be granted access to the secure website to monitor status and process records that have not been accepted through a personal dashboard.

- **Web Service**
 - Intended Audience – organizations requiring real-time validation of submitted provider education.
 - Data is transmitted through a secured web service managed by ACPE.
 - Web Service validates the submission immediately and replies with status of the data transmission. Please note – data is not immediately submitted to NABP, but validated

against ACPE data rules and then staged for submission to NABP.

Setup My Organization for Manual Transmission

If you are already a user of the ACPE Provider Web Tool, you are automatically setup for use of CPE Monitor®. Simply log into the CPE Monitor® website, use the same UserID and Password as you would use to access the Provider Web Tool and you are ready to begin transmitting data – proceed to the “Data Submission” section. If you are not configured for access to the Provider Web Tool, continue on to the “Who to Contact” section below.

Who to Contact

A provider’s Continuing Education Administrator or Supervisor must send an email to the address below requesting a new user’s access to these tools:

Contact: cpemonitor@acpe-accredit.org

How Long Does It Take?

After submitting an email to the address listed above – a new user will be granted access to CPE Monitor® within two business days.

Setup My Organization for Automated Transmission

If your organization would like to automate your transmissions for periodic upload to the CPE Monitor® via SFTP, an account will need to be provisioned for you. This will allow your organization to upload activity information using a scheduled process created and managed by your organization.

Who to Contact

The provider's Continuing Education Administrator or Supervisor must send an email to the address below if you wish to have an account provisioned for automated transmission. Be sure to indicate you are seeking to be configured for automated transmission and provide the information listed in the next section.

Contact: cpemonitor@acpe-accredit.org

Required Information

The following information is required to setup your organization for automated transmission. This information is needed in order to ensure secure information exchange and to allow for the timely notification of the appropriate parties with file processing status/system issues. Some of the required information may require the assistance of your information technology department.

<i>Information Needed</i>	<i>Description</i>
Information Technology Contact Name	Name of the individual who will configure/manage any automated scheduled process.
Information Technology Contact Phone	Phone of the individual who will configure/manage any automated scheduled process. Only used during initial configuration and when issues arise.
Information Technology Email Address	Email of the individual who will configure/manage any automated scheduled process. Only used during initial configuration and when issues arise.
IP Address of Transmitting Server/Machine	IP Address of the computer that will be transmitting files via the SFTP process. 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 notified of status of activity files submitted to ACPE. This is typically someone

<i>Information Needed</i>	<i>Description</i>
	who would be tracking what was accepted, what was rejected, and managing any data submission issues reported by CPE Monitor®.
Data Manager Contact Phone	Phone of the individual who will be notified of status of activity files submitted to ACPE.
Data Manager Email Address	Email of the individual who will be notified of status of activity files 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®.

**** Please Note – Network configuration changes may be needed by your organization to allow for SFTP transmissions to ACPE. This will be identified and discussed with the information technology contact listed above.***

How Long Will It Take?

After submitting an email to the address listed above – your query will be acknowledged by an ACPE representative within two business days. At that time, you will be provided with a UserID, Password and SFTP site information.

Setup My Organization for Web Service Transmission

If your organization would like to submit CPE activities to the CPE Monitor® via the web service feature, an account will need to be provisioned for you. This will allow your organization to submit CPE activity real-time by calling a web service through application code managed by your organization.

Who to Contact

The provider's Continuing Education Administrator or Supervisor must send an email to the address below if you wish to have an account provisioned for automated transmission. Be sure to indicate you are seeking to be configured for automated transmission and provide the information listed in the next section.

Contact: cpemonitor@acpe-accredit.org

Required Information

The following information is required to setup your organization for automated transmission. This information is needed in order to ensure secure information exchange and to allow for the timely notification of the appropriate parties with file processing status/system issues. Some of the required information may require the assistance of your information technology department.

<i>Information Needed</i>	<i>Description</i>
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

<i>Information Needed</i>	<i>Description</i>
	would be tracking what was accepted, what was rejected, and managing any data submission issues reported by NABP to the CPE Monitor®.
Data Manager Contact Phone	Phone of the individual who will be monitoring status of activity submitted to ACPE.
Data Manager Email Address	Email of the individual who will be monitoring the status of activity files submitted to ACPE.

**** Please Note – Network configuration changes may be needed by your organization to allow for web service transmissions to ACPE. This will be identified and discussed with the information technology contact listed above.***

How Long Will It Take?

After submitting an email to the address listed above – your query will be acknowledged by an ACPE representative within two business days. At that time, you will be provided with a UserID and Password to the TEST CPE Monitor® web service that is required to invoke the web service call from your organization. Web Service calls without proper credentials will be rejected immediately.

It is in the TEST environment where you will be able to begin development of your Web Service calls from your custom developed internal applications. Please perform all Web Service development and testing using the TEST URL as denoted. The technical specification provided previously contains the specifics on the usage of the Web Service. Simply replace the URL in the technical specification with the TEST URL provided in order to begin your development efforts.

Once you have successfully completed the development and testing of the Web Service call, please notify cpemonitor@acpe-accredit.org and indicate that you are ready to begin submitting live data to the production Web Service. At that time, a production User ID and Password will be provisioned and communicated to your organization.

Data Specifications

What Format Do I Use?

CPE Monitor® accepts submission files in two formats – either comma separated values (CSV or TXT) or as a Microsoft Excel file (XLS or XLSX). This format is identical regardless if files are submitted via the Manual transmission process or the Automated transmission process.

File Format

All files submitted to ACPE must have the Column Names listed in the first column below as the first line of information in both file formats. Any file submitted to ACPE through the CPE Monitor process must contain the following elements in the following order:

<i>Column Name</i>	<i>Data Type</i>	<i>Max Length</i>	<i>Required</i>	<i>Description</i>	<i>Sample Data</i>
Action	Character	1	Y	The action expected for the record provided. Provide an “I” for Insert or “D” for Delete of Activity Records.	I D
NABP_ePID	Numeric	10	Y	NABP e-Profile ID. IDs are between 5-7 digits long and begin with 1-9.	8978900
DOB	Character	4	Y	MMDD of Date of Birth are required. This is a 4-digit field with leading zeros.	1224 0502

ACPE_UAN	Character	50	Y	ACPE Universal Activity Number is an identification number which is assigned to each new continuing pharmacy education activity developed, or cosponsored, by an ACPE-accredited provider. This value must match exactly to what appears in the ACPE Provider Web Tool.	0205-0000-10-002-L05-P 0205-0000-10-002-L05-T
Date_Of_Participation	Date		Y	MM/DD/YYYY – the month, day, and year that the participant completed the course. This date matches what is listed as the actual date of participation in the Provider Web Tool.	05/28/2010

Participant_Type	Character	1	N	<p>This is the type of participant record being uploaded. This field is optional. If there is no value, the system assumes the record being uploaded is a Pharmacist or Pharmacist Technician with an NABP ePID.</p> <p>Values Allowed:</p> <p>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</p>	<p>P</p> <p>Blank/Zero Length String</p> <p>D</p> <p>N</p> <p>O</p> <p>IP</p> <p>IT</p>
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Participant_Count	Numeric	10	N	<p>The Number of Non-Pharmacist participants for an activity. This field is required if the participant types D, N, O, IP or IT and must be a positive integer value.</p> <p>For Pharmacist and Pharmacy Technician activities, any values in this field are ignored. The participant count is assumed to be provided by the NABP e-PID.</p>	2
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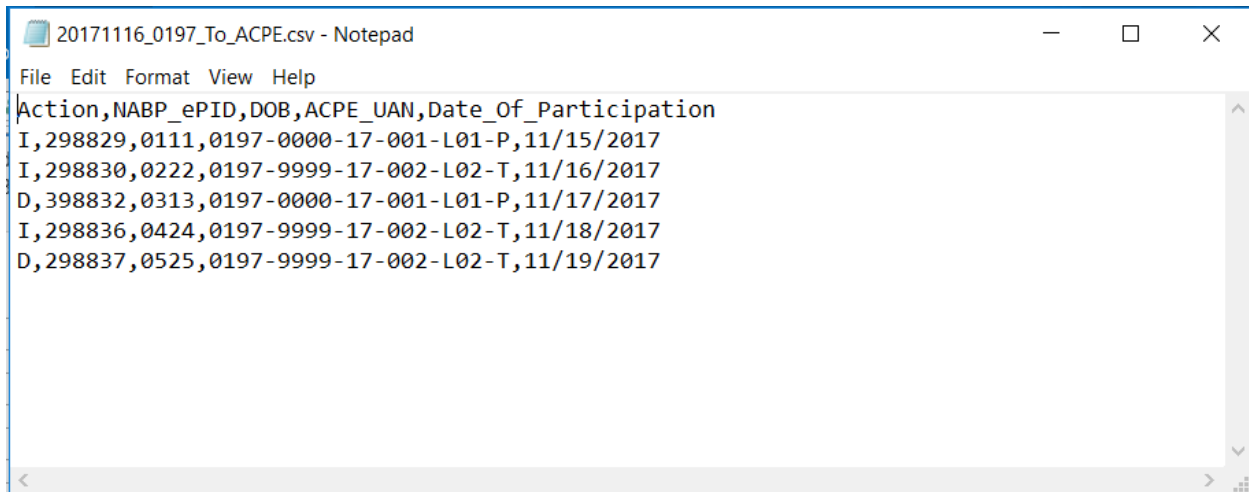
Example Excel File (Pharmacist/Pharmacy Technician CPE Activity Only):

	A	B	C	D	E	F	G	H	I
1	Action	NABP_ePID	DOB	ACPE_UAN	Date_Of_Participation				
2	I	298829	0510	0197-0000-17-001-L01-P	02/01/17				
3	I	398756	0313	0197-0000-17-001-L01-P	02/01/17				
4	I	448623	1110	0197-0000-17-001-L01-P	02/01/17				
5	I	667922	0214	0197-0000-17-001-L01-P	02/01/17				
6									
7									
8									
9									
10									
11									

Example Excel File (Pharmacist/Pharmacy Technician, Non-Pharmacist Activity, and non-US based Pharmacists and Pharmacy Technicians):

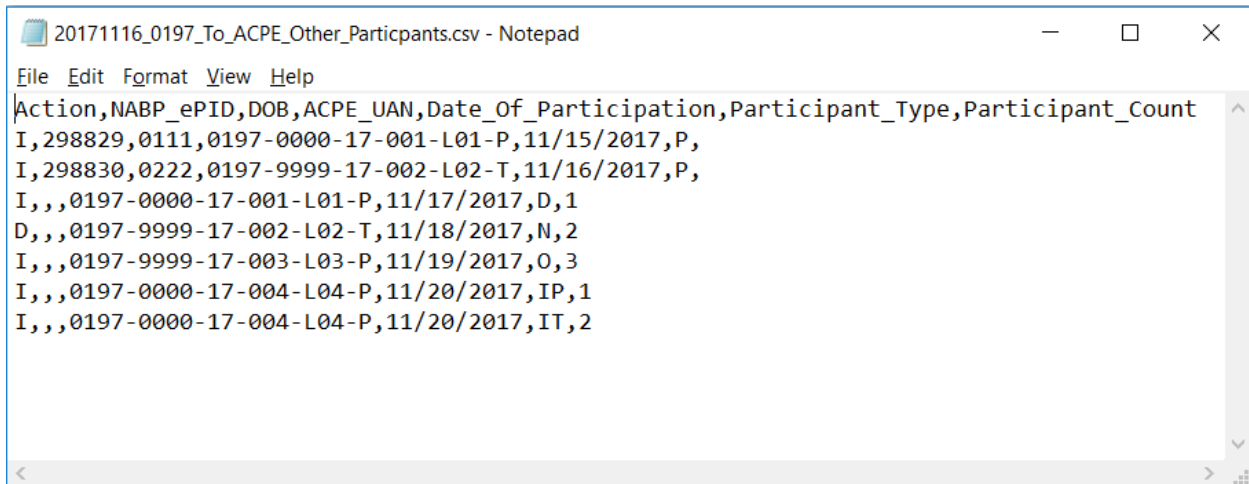
	A	B	C	D	E	F	G
1	Action	NABP_ePID	DOB	ACPE_UAN	Date_Of_Participation	Participant_Type	Participant_Count
2	I	447823	0710	0197-0000-17-014-L01-P	05/10/2017	P	
3	I	549631	1110	0197-0000-17-014-L01-P	05/10/2017	P	
4	I			0197-0000-17-014-L01-P	05/10/2017	D	1
5	I			0197-0000-17-014-L01-P	05/10/2017	N	2
6	I			0197-0000-17-014-L01-P	05/10/2017	O	3
7	I			0197-0000-17-014-L01-P	05/10/2017	IP	1
8	I			0197-0000-17-014-L01-P	05/10/2017	IT	2
9							
10							

Example CSV File (Pharmacist/Pharmacy Technician Activity Only):



```
20171116_0197_To_ACPE.csv - Notepad
File Edit Format View Help
Action,NABP_ePID,DOB,ACPE_UAN,Date_Of_Participation
I,298829,0111,0197-0000-17-001-L01-P,11/15/2017
I,298830,0222,0197-9999-17-002-L02-T,11/16/2017
D,398832,0313,0197-0000-17-001-L01-P,11/17/2017
I,298836,0424,0197-9999-17-002-L02-T,11/18/2017
D,298837,0525,0197-9999-17-002-L02-T,11/19/2017
```

Example CSV File (Pharmacist/Pharmacist Technician, Non-Pharmacist Activity, and non-US based Pharmacists and Pharmacy Technicians):



```
20171116_0197_To_ACPE_Other_Participants.csv - Notepad
File Edit Format View Help
Action,NABP_ePID,DOB,ACPE_UAN,Date_Of_Participation,Participant_Type,Participant_Count
I,298829,0111,0197-0000-17-001-L01-P,11/15/2017,P,
I,298830,0222,0197-9999-17-002-L02-T,11/16/2017,P,
I,,0197-0000-17-001-L01-P,11/17/2017,D,1
D,,0197-9999-17-002-L02-T,11/18/2017,N,2
I,,0197-9999-17-003-L03-P,11/19/2017,O,3
I,,0197-0000-17-004-L04-P,11/20/2017,IP,1
I,,0197-0000-17-004-L04-P,11/20/2017,IT,2
```

File Naming Convention

There is no required naming convention for the file; however, we do suggest following the naming convention below which will simplify the file submission/tracking process.

TXT: ZZZZ_ToACPE_YYYY_MM_DD_HHmm.txt

CSV: ZZZZ_ToACPE_YYYY_MM_DD_HHmm.csv

EXCEL: ZZZZ_ToACPE_YYYY_MM_DD_HHmm.xls

ZZZZ – This is the 4-digit provider ID assigned by ACPE. Example: 0197.

YYYY – This is the 4-digit year representing the current year.

MM – This is the 2-digit month representing the month the file was created.

DD – This is the 2-digit day representing the day the file was created.

HHmm – This is the 4 digit Hour (HH) and Minute (mm) the file was created.

Examples:

ACPE Provider 0197 would like to transmit an excel file on 5/2/2017 that contains both insert and delete of activity records.

0197_ToACPE_2017_05_02_0923.xls

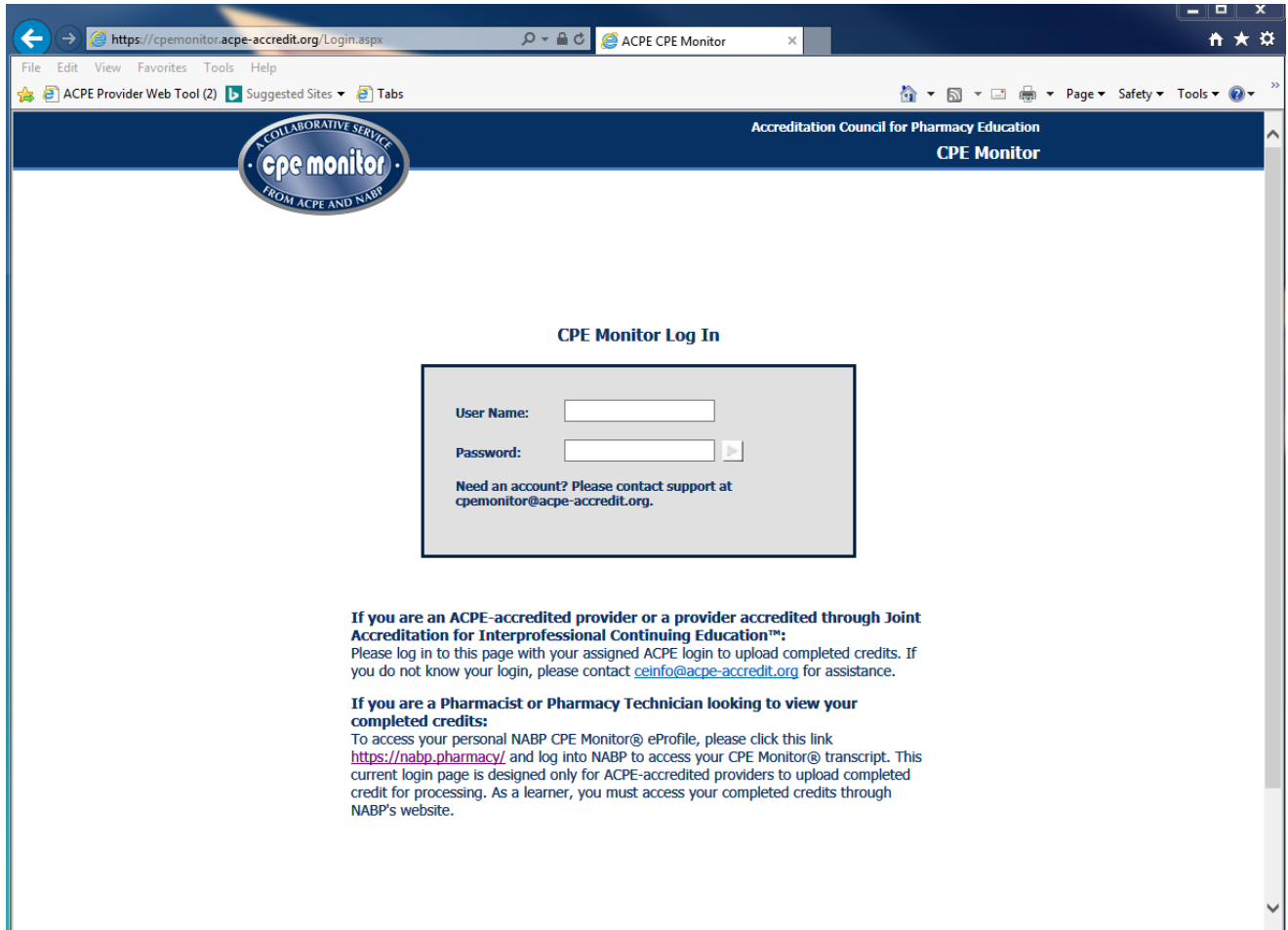
Data Submission

How Do I Send Information to ACPE?

Manual Transmission

Please use the following steps to transmit files via the CPE Monitor Dashboard.

1. Navigate to the CPE Monitor® site [here](https://cpemonitor.acpe-accredit.org) and Login using your UserID and Password. The CPE Monitor® login page can also be found on ACPE’s website under [Continuing Education Provider Accreditation](#). Feel free to bookmark this page for future use.



- The following dashboard will appear. This dashboard will show all records that have been submitted through manual transmission. Previously submitted files will appear in the “Summary of Manual or FTP Data Uploads” at the bottom of the screen.

The screenshot shows the CPE Monitor dashboard. At the top, there is a navigation bar with 'Home', 'Reports', and 'Contact Us' buttons. Below this is the 'Upload Statistics for ACPE Test II (0197)' section, which displays the following data:

Submitted CE Activities:	0	Batches Submitted:	31
Pending CE Activities:	2	FTP Batches Submitted:	2
Approved CE Activities:	973	Live Activities Submitted:	90
Denied CE Activities:	137		

Below the statistics is a 'Live Submission Lookup & Reporting' section with 'Start Date' and 'End Date' dropdown menus and a 'Search' button. Underneath is an 'Upload File' section with a 'Browse...' button, an 'Email Address' field containing 'Ceinfo@acpe-accredit.org', and an 'Upload' button.

The bottom section is titled 'Summary of Manual or FTP Data Uploads' and includes a 'Refresh' link. It contains a table with the following data:

File Name	Date Uploaded	Status	Records Uploaded	Errors	Date Completed	Report
ACPE TEST TD 07.xls	06/28/2017 05:41PM	Completed	1	1	6/28/2017	View
ACPE TEST TD 06.xls	06/28/2017 05:39PM	Completed	1	1	6/28/2017	View
ACPE TEST TD 07.xls	06/28/2017 05:21PM	Completed	1	1	6/28/2017	View
ACPE TEST TD 06.xls	06/28/2017 05:18PM	Completed	1	1	6/28/2017	View
0197_SJ_ToACPE_2016_TEST.xls	06/25/2016 03:10PM	Completed	9	9	6/25/2016	View
0197_SJ_ToACPE_2016_TEST.xls	06/25/2016 03:05PM	File Error	0	1	6/25/2016	View
0197_SJ_ToACPE_2016_TEST.xls	06/25/2016 03:02PM	File Error	0	1	6/25/2016	View

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* Click on column header text to sort.

The footer of the dashboard reads: CPE Monitor - A Collaborative Service from ACPE and NABP.

- If you have not already done so, build the submission file in either an Excel format or CSV format. A record minimum does not exist. After the file is built, click on the browse button on the Dashboard. A file selection dialog will appear.

The screenshot shows the CPE Monitor dashboard with a file upload dialog open. The dialog displays a list of files on the desktop, including '0197_ToACPE_2017_08_29_1210' (31 KB, Microsoft Excel 97...). Below the dialog, the 'Upload File' section includes a 'Browse...' button and an 'Email Address' field containing 'cpemonitor@acpe-accredit.org'. The 'Upload' button is also visible.

Below the upload section is a 'Summary of Manual or FTP Data Uploads' table with a 'Refresh' link. The table has columns for File Name, Date Uploaded, Status, Records Uploaded, Errors, Date Completed, and Report. The data shows several successful uploads and two file errors.

File Name	Date Uploaded	Status	Records Uploaded	Errors	Date Completed	Report
ACPE_TEST_TD_07.xls	06/28/2017 05:41PM	Completed	1	1	6/28/2017	View
ACPE_TEST_TD_06.xls	06/28/2017 05:39PM	Completed	1	1	6/28/2017	View
ACPE_TEST_TD_07.xls	06/28/2017 05:21PM	Completed	1	1	6/28/2017	View
ACPE_TEST_TD_06.xls	06/28/2017 05:18PM	Completed	1	1	6/28/2017	View
0197_SJ_ToACPE_2016_TEST.xls	06/25/2016 03:10PM	Completed	9	9	6/25/2016	View
0197_SJ_ToACPE_2016_TEST.xls	06/25/2016 03:05PM	File Error	0	1	6/25/2016	View
0197_SJ_ToACPE_2016_TEST.xls	06/25/2016 03:02PM	File Error	0	1	6/25/2016	View

Page 1 of 3 (17 items) | [1] 2 3 | * Click on column header text to sort.

- Select the file you wish to upload and click on the open button. The file will be listed on the dashboard in the “Upload File” field.

The screenshot shows the ACPE CPE Monitor dashboard. At the top, there is a navigation bar with "Home", "Reports", and "Contact Us" buttons. Below this, the "Upload Statistics for ACPE Test II (0197)" section displays the following data:

Submitted CE Activities:	0	Batches Submitted:	31
Pending CE Activities:	2	FTP Batches Submitted:	2
Approved CE Activities:	973	Live Activities Submitted:	90
Denied CE Activities:	137		

Below the statistics, there is a "Live Submission Lookup & Reporting" section with "Start Date" and "End Date" dropdown menus and a "Search" button. The "Upload File" section shows a file path "C:\Users\latreudt\Desktop\" and an email address "cpemonitor@acpe-accredit.org".

The "Summary of Manual or FTP Data Uploads" table is as follows:

File Name	Date Uploaded	Status	Records Uploaded	Errors	Date Completed	Report
ACPE TEST TD 07.xls	06/28/2017 05:41PM	Completed	1	1	6/28/2017	View
ACPE TEST TD 06.xls	06/28/2017 05:39PM	Completed	1	1	6/28/2017	View
ACPE TEST TD 07.xls	06/28/2017 05:21PM	Completed	1	1	6/28/2017	View
ACPE TEST TD 06.xls	06/28/2017 05:18PM	Completed	1	1	6/28/2017	View
0197_SJ_ToACPE_2016_TEST.xls	06/25/2016 03:10PM	Completed	9	9	6/25/2016	View
0197_SJ_ToACPE_2016_TEST.xls	06/25/2016 03:05PM	File Error	0	1	6/25/2016	View
0197_SJ_ToACPE_2016_TEST.xls	06/25/2016 03:02PM	File Error	0	1	6/25/2016	View

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* Click on column header text to sort.

- The “Email Address” field contains the name of the person to be notified of the processing results and if any errors were found. If you wish to change who needs to be notified, just key in the email address. The default address is the email address associated with the user’s Login ID that is in the Provider Web Tool.

- When you are ready to upload, click on the “Upload” button. The initial status of the file will be “Not Processed”. Once the CPE Monitor® picks up the file for processing, the status of the file will move to “Pending” with a list of the number of records uploaded and the number of errors encountered.

The screenshot shows the CPE Monitor web application interface. At the top, there is a navigation bar with the CPE Monitor logo and the text "Accreditation Council for Pharmacy Education CPE Monitor". Below this, there are navigation tabs for "Home", "Reports", and "Contact Us". The main content area displays "Upload Statistics for ACPE Test II (0197)" with the following data:

Submitted CE Activities:	0	Batches Submitted:	31
Pending CE Activities:	2	FTP Batches Submitted:	2
Approved CE Activities:	973	Live Activities Submitted:	90
Denied CE Activities:	137		

Below the statistics, there is a "Live Submission Lookup & Reporting" section with "Start Date" and "End Date" dropdown menus and a "Search" button. Underneath, there is an "Upload File:" section with a "Browse..." button, an "Email Address:" field containing "cpemonitor@acpe-accredit.org", and an "Upload" button. A yellow message box below the upload section states "Your file was uploaded successfully."

At the bottom, there is a "Summary of Manual or FTP Data Uploads" table with a "Refresh" link. The table has the following columns: File Name, Date Uploaded, Status, Records Uploaded, Errors, Date Completed, and Report. The data rows are:

File Name	Date Uploaded	Status	Records Uploaded	Errors	Date Completed	Report
0197_ToACPE_2017_08_29_1210.xls	08/29/2017 12:48PM	Not Processed	0	0		View
ACPE TEST TD 07.xls	06/28/2017 05:41PM	Completed	1	1	6/28/2017	View
ACPE TEST TD 06.xls	06/28/2017 05:39PM	Completed	1	1	6/28/2017	View
ACPE TEST TD 07.xls	06/28/2017 05:21PM	Completed	1	1	6/28/2017	View
ACPE TEST TD 06.xls	06/28/2017 05:18PM	Completed	1	1	6/28/2017	View
0197_SJ_ToACPE_2016_TEST.xls	06/25/2016 03:10PM	Completed	9	9	6/25/2016	View
0197_SJ_ToACPE_2016_TEST.xls	06/25/2016 03:05PM	File Error	0	1	6/25/2016	View


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* Click on column header text to sort.

- The file submission process is complete. Proceed to the section titled “Confirmation Process” to learn how to examine processing results/reports, identify data errors, and re-submit activities if needed.

CE Participant Entry Form

This option allows a user to submit or correct up to 20 learner records. This option is available in the "Actions" column on the Home page. Users can add each learner by selecting "Add Row". Once all information is added to each row, click Verify Information to process those records. If the information is successful, that submission will appear on the Home page under Summary of Manual of FTP Data Uploads section.



Accreditation Council for Pharmacy Education
CPE Monitor

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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	
1	Insert <input type="button" value="v"/>	<input type="text" value="159841"/>	<input type="text" value="06/25"/>	<input type="text" value="0197-9999-16-002-L01-T"/> <input type="button" value="v"/>	<input type="text" value="05/10/2017"/>	<input type="button" value="Remove Row"/>

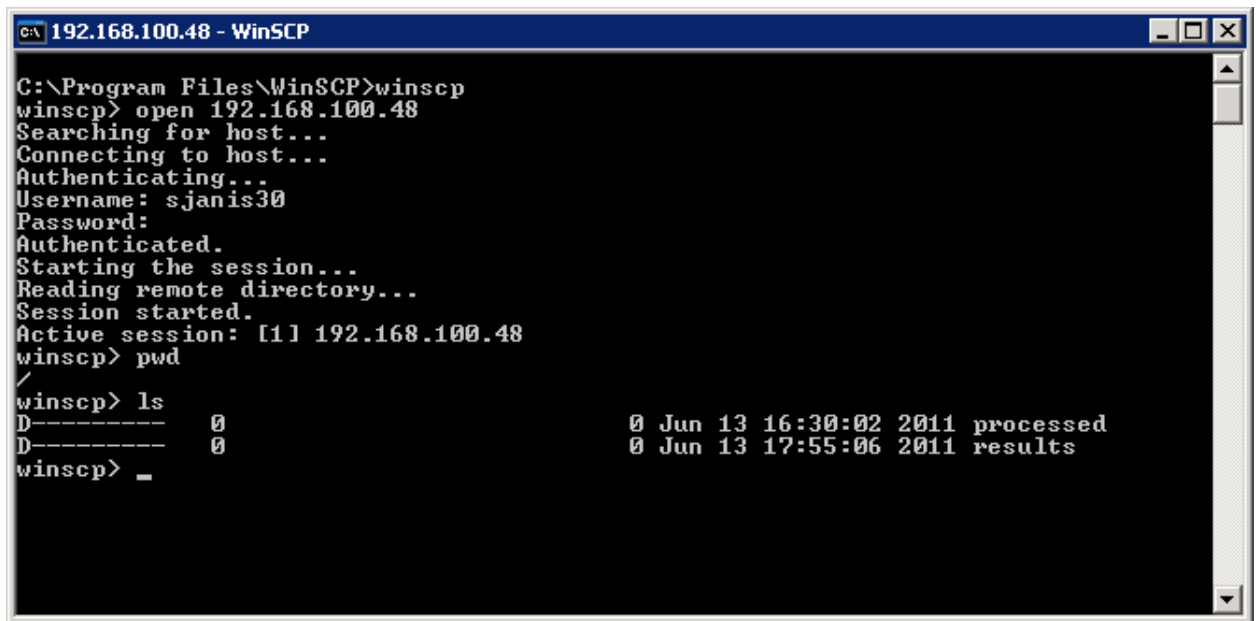
CPE Monitor - A Collaborative Service from ACPE and NABP

Automated Transmission

Please use the following steps to transmit files via SFTP.

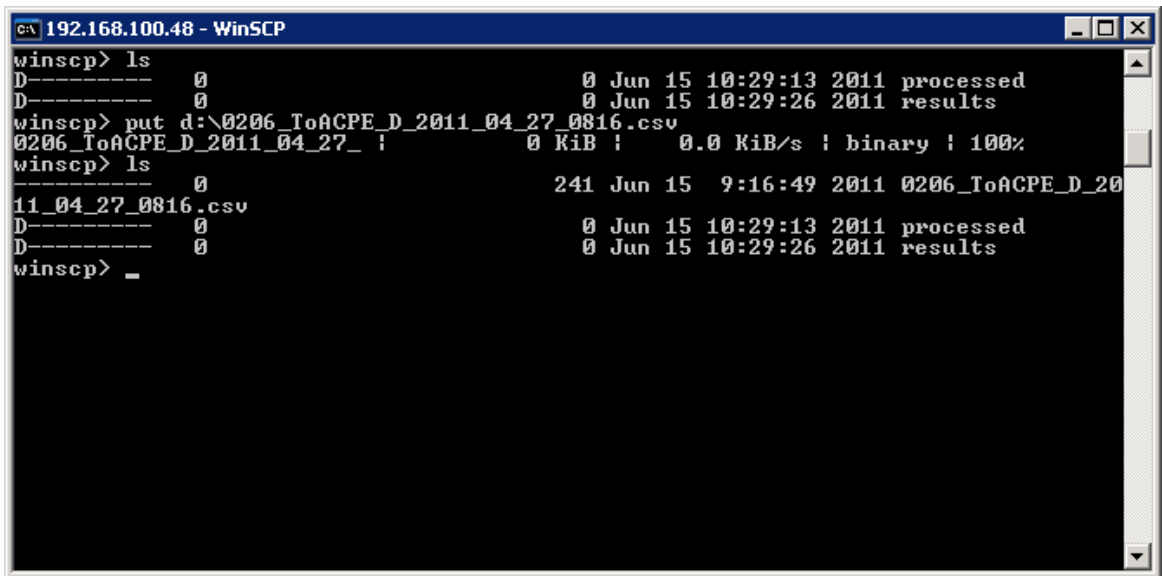
(Please note that there are many tools for uploading files. The tool that will be shown here (WinSCP) is an example of a product that can be used for transmitting files via the SFTP protocol. The intent of document is to show the file structure and the process to follow, not which tool to use and how to use it.)

1. Using the SFTP tool of your choice – login to **cpesftp.acpe-accredit.org** with the User ID and Password provided at time of account provisioning.
2. The directory structure for your account is as follows:
 - a. **/** - also known as root – this is where all files will be uploaded to.
 - b. **processed** – this is where all processed files will reside.
 - c. **results** – this is where all result files will reside.



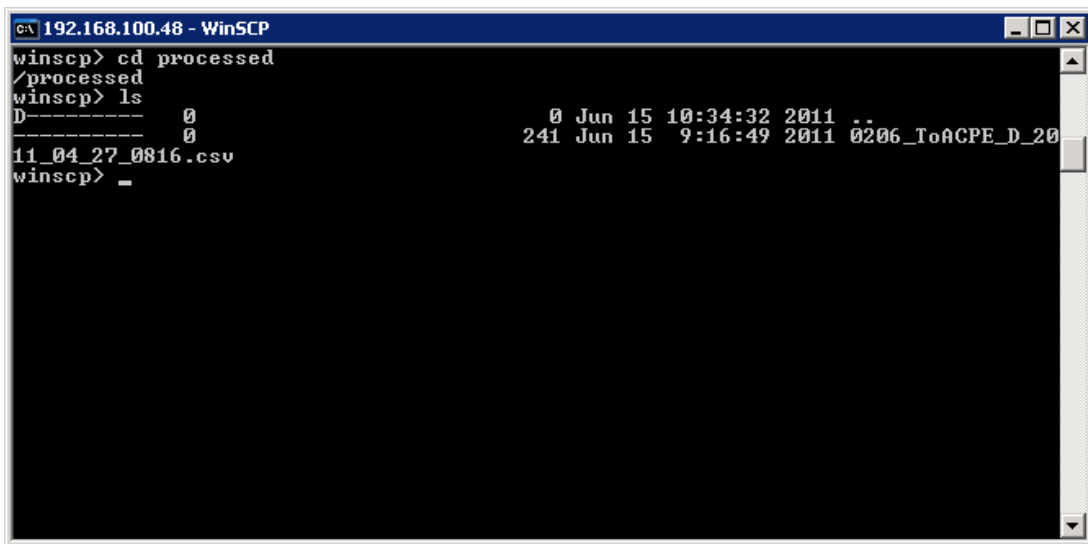
```
C:\Program Files\WinSCP>winscp
winscp> open 192.168.100.48
Searching for host...
Connecting to host...
Authenticating...
Username: sjanis30
Password:
Authenticated.
Starting the session...
Reading remote directory...
Session started.
Active session: [1] 192.168.100.48
winscp> pwd
/
winscp> ls
D----- 0 Jun 13 16:30:02 2011 processed
D----- 0 Jun 13 17:55:06 2011 results
winscp> _
```

3. Upload the file you wish to have processed by the CPE Monitor® to the root directory.



```
192.168.100.48 - WinSCP
winscp> ls
D----- 0          0 Jun 15 10:29:13 2011 processed
D----- 0          0 Jun 15 10:29:26 2011 results
winscp> put d:\0206_ToACPE_D_2011_04_27_0816.csv
0206_ToACPE_D_2011_04_27_ ; 0 KiB | 0.0 KiB/s | binary | 100%
winscp> ls
----- 0          241 Jun 15  9:16:49 2011 0206_ToACPE_D_20
11_04_27_0816.csv
D----- 0          0 Jun 15 10:29:13 2011 processed
D----- 0          0 Jun 15 10:29:26 2011 results
winscp> _
```

4. For each file uploaded, a batch process will import that file into the CPE Monitor®, move that file to the “processed” directory, validate the data within the file, transmit the information that passes ACPE validation to NABP, and then generate a processing results file once a day. Please proceed to the section titled “Confirmation Process - How Am I Notified of Results”, sub-section “Automated Transfers”.
5. To review a previously submitted file, navigate to the “processed” directory.



```
192.168.100.48 - WinSCP
winscp> cd processed
/processed
winscp> ls
----- 0          0 Jun 15 10:34:32 2011 ..
----- 0          241 Jun 15  9:16:49 2011 0206_ToACPE_D_20
11_04_27_0816.csv
winscp> _
```

Web Service Transmission

The CPE Monitor® web service supports SOAP requests with XML response messages as well as HTTP Get requests with JSON (JavaScript Object Notation) response. To submit CPE activities via the CPE Monitor® web service, simply invoke a web service call.

Submitting Pharmacist/Pharmacy Technician Activity using SOAP Requests

Production URL: <https://cpemonitor.acpe-accredit.org/service/CPEMONitorService.asmx>

TEST URL: <https://cpemonitortest.acpe-accredit.org/service/CPEMONitorService.asmx>

METHOD: SubmitCPEActivity

(Please note that there are many patterns and techniques for invoking a web service call depending on the development platform currently utilized by the provider organization. It is the responsibility of the provider organization to design and develop their web service call to fit their software application environment. ACPE is not responsible for how web service calls are made by organizations.)

To make the web service call, the UserName and Password assigned to the organization must be included in the SOAP Message header.

<i>Parameter Name</i>	<i>Data Type</i>	<i>Max Length</i>	<i>Required</i>	<i>Description</i>
UserName	Character	20	Y	The UserName assigned by ACPE at time of account provisioning.
Password	Character	20	Y	The Password defined at time of account provisioning.

The web service method (**SubmitCPEActivity**) has the following parameters:

<i>Parameter Name</i>	<i>Data Type</i>	<i>Max Length</i>	<i>Required</i>	<i>Description</i>	<i>Sample Data</i>
ProviderNumber	Character	4	Y	The Provider Number assigned to the organization by ACPE. This is a four digit value with leading zero.	0197
ePID	Numeric	10	Y	NABP e-Profile ID. Leading zeros are <u>not</u> required but will be accepted.	12345
DateOfBirth	Character	4	Y	MMDD of Date of Birth are required. This is a 4-digit field with leading zeros.	1224 0502
UAN	Character	50	Y	ACPE Universal Activity Number is an identification number which is assigned to each new continuing pharmacy education activity developed, or cosponsored, by an ACPE-accredited provider. This value must match exactly to what appears in the ACPE Provider Web Tool.	0197-0000-17-002-L05-P 0197-0000-17-002-L05-T

<i>Parameter Name</i>	<i>Data Type</i>	<i>Max Length</i>	<i>Required</i>	<i>Description</i>	<i>Sample Data</i>
DateOfParticipation	Date		Y	MM/DD/YYYY – the month, day, and year that the participant completed the course.	2017-05-28
Action	Character	1	Y	The action expected for the record provided. Provide an “I” for Insert or “D” for Delete of Activity Records.	I D

The web service method (**SubmitCPEActivity**) has the following xml document returned to the calling program/process:

<i>Element Name</i>	<i>Data Type</i>	<i>Max Length</i>	<i>Description</i>	<i>Sample Data</i>
results			A set of results.	
result			A specific result.	
ProviderNumber	Character	4	The Provider Number that was submitted by the provider via the web service.	0197
ePID	Numeric	10	NABP e-Profile ID that was submitted by the provider via the web service.	12345
DateOfBirth	Character	4	MMDD of Date of Birth that was submitted by the provider via the web service.	1224 0502

<i>Element Name</i>	<i>Data Type</i>	<i>Max Length</i>	<i>Description</i>	<i>Sample Data</i>
UAN	Character	50	ACPE Universal Activity Number that was submitted by the provider via the web service. This value must match exactly to what appears in the ACPE Provider Web Tool.	0197-0000-17-002-L05-P 0197-0000-17-002-L05-T
DateOfParticipation	Date		MM/DD/YYYY – the month, day, and year that was submitted by the provider via the web service.	05/28/2017
Action	Character	1	The action that was submitted by the provider via the web service.	I D
ParticipantType	Character	1	The participant type. This will be “P” for pharmacist and pharmacist technician.	P
ParticipantCount	Numeric	10	The participant count. This can be ignored for pharmacists and pharmacist technicians.	0

<i>Element Name</i>	<i>Data Type</i>	<i>Max Length</i>	<i>Description</i>	<i>Sample Data</i>
Status	Character	20	The status of the web service submission. “Accepted” – if the submission passes all validation and can be submitted to NABP. “Rejected” – if the submission does not pass validation OR an error was encountered during processing.	Accepted Rejected
Errors			A collection of errors.	
Error			A specific error.	
Number	Numeric	10	Number representing a specific error.	110, 999
Source	Character	10	Source of the error.	ACPE, NABP
Description	Character	500	Description of the error encountered.	UAN Number not found.

Example of response received from the CPE Monitor® Web Service:

```
<results xmlns="">
  <result>
    <ProviderNumber>0197</ProviderNumber>
    <ePID>12345</ePID>
    <DateoOfBirth>1016</DateoOfBirth>
    <UAN>AAA-AAA-AAAA-AAA-AAAAA</UAN>
    <DateOfParticipation>09/01/2017</DateOfParticipation>
    <Action>I</Action>
    <Participant_Type>P</ Participant_Type >
    < Participant_Count>0</ Participant_Count>
    <Status>Rejected</Status>
    <Errors>
      <Error>
        <Number>106</Number>
        <Source>ACPE</Source>
        <Description>Invalid UAN Number.</Description>
      </Error>
      <Error>
        <Number>110</Number>
        <Source>ACPE</Source>
        <Description>UAN Number Not
Found.</Description>
      </Error>
      <Error>
        <Number>111</Number>
        <Source>ACPE</Source>
        <Description>ePID and OB do not exist on NABP
file.</Description>
      </Error>
    </Errors>
  </result>
</results>
```


SOAP 1.1

The following is a sample SOAP 1.1 request and response. The **placeholders** shown need to be replaced with actual values.

SOAP 1.1 REQUEST

```
POST /service/CPemonitorService.asmx HTTP/1.1
Host: cpemonitor.acpe-accredit.org
Content-Type: text/xml; charset=utf-8
Content-Length: length
SOAPAction: "https://cpemonitor.acpe-accredit.org/cpemonitor/SubmitCPEActivity"

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Header>
    <UserCredentials xmlns="https://cpemonitor.acpe-accredit.org/service">
      <UserName>string</UserName>
      <Password>string</Password>
    </UserCredentials>
  </soap:Header>
  <soap:Body>
    <SubmitCPEActivity xmlns="https://cpemonitor.acpe-accredit.org/service">
      <ProviderNumber>string</ProviderNumber>
      <ePID>string</ePID>
      <DateOfBirth>string</DateOfBirth>
      <UAN>string</UAN>
      <DateOfParticipation>dateTime</DateOfParticipation>
      <Action>string</Action>
    </SubmitCPEActivity>
  </soap:Body>
</soap:Envelope>
```

SOAP 1.1 RESPONSE

```
HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <SubmitCPEActivityResponse xmlns=" https://cpemonitor.acpe-accredit.org/service">
      <SubmitCPEActivityResult>xml</SubmitCPEActivityResult>
    </SubmitCPEActivityResponse>
  </soap:Body>
</soap:Envelope>
```

SOAP 1.2

The following is a sample SOAP 1.2 request and response. The **placeholders** shown need to be replaced with actual values.

SOAP 1.2 REQUEST

```
POST /cpemonitor/service/CPemonitorService.asmx HTTP/1.1
Host: cpemonitor.acpe-accredit.org
Content-Type: application/soap+xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap12:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap12="http://www.w3.org/2003/05/soap-envelope">
  <soap12:Header>
    <UserCredentials xmlns="https://cpemonitor.acpe-accredit.org/service">
      <UserName>string</UserName>
      <Password>string</Password>
    </UserCredentials>
  </soap12:Header>
  <soap12:Body>
    <SubmitCPEActivity xmlns="https://cpemonitor.acpe-accredit.org/service">
      <ProviderNumber>string</ProviderNumber>
      <ePID>string</ePID>
      <DateOfBirth>string</DateOfBirth>
      <UAN>string</UAN>
      <DateOfParticipation>dateTime</DateOfParticipation>
      <Action>string</Action>
    </SubmitCPEActivity>
  </soap12:Body>
</soap12:Envelope>
```

SOAP 1.2 RESPONSE

```
HTTP/1.1 200 OK
Content-Type: application/soap+xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap12:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap12="http://www.w3.org/2003/05/soap-envelope">
  <soap12:Body>
    <SubmitCPEActivityResponse xmlns="https://cpemonitor.acpe-
accredit.org/service">
      <SubmitCPEActivityResult>xml</SubmitCPEActivityResult>
    </SubmitCPEActivityResponse>
  </soap12:Body>
</soap12:Envelope>
```

Code Sample using SOAP Web Service - C#.NET

The following is a code snippet for .NET using C#. Be sure to set a web reference first and name it "CPEMonitorService".

C# .NET Example

```
CPEMonitorService.CPEMonitorService svc = new CPEMonitorService.CPEMonitorService();
CPEMonitorService.UserCredentials user = new CPEMonitorService.UserCredentials();

// hard set the Web Service URL - TEST
svc.Url = "https://cpemonitortest.acpe-accredit.org"
svc.Url = svc.Url + "/service/cpemonitorservice.asmx";

// hard set the Web Service URL - PROD
//svc.Url = "https://cpemonitor.acpe-accredit.org"
//svc.Url = svc.Url + "/service/cpemonitorservice.asmx";

user.UserName = "user";
user.Password = "password";

svc.UserCredentialsValue = user;

try
{
    XmlNode result = svc.SubmitCPEActivity("some provider number",
        "some epid", "some Date of birth", "some upn",
        Convert.ToDateTime("some date"), "some action");

    // do something with the XML result object
    // ...
}
catch (Exception ex)
{
    MessageBox.Show(ex.Message);
}
```

Note: The service URL must be set in the code for proper functionality.

Code Sample – Classic ASP

The following is a code snippet for classic ASP.

Classic ASP Example

```
<%  
  
strRequest = "<?xml version=""1.0"" encoding=""utf-8""?>"  
strRequest = strRequest & "<soap12:Envelope xmlns:xsi=" "  
strRequest = strRequest & ""http://www.w3.org/2001/XMLSchema-instance"" "  
strRequest = strRequest & "xmlns:xsd=""http://www.w3.org/2001/XMLSchema"" "  
strRequest = strRequest & "xmlns:soap12=""http://www.w3.org/2003/05/soap-envelope"">"  
strRequest = strRequest & "<soap12:Header>"  
strRequest = strRequest & "<UserCredentials "  
strRequest = strRequest & "xmlns=""https://cpemonitor.acpe-accredit.org/service"">"  
strRequest = strRequest & "<UserName>user1234 </UserName>"  
strRequest = strRequest & "<Password>pwd1234</Password>"  
strRequest = strRequest & "</UserCredentials></soap12:Header>"  
strRequest = strRequest & "<soap12:Body><SubmitCPEActivity "  
strRequest = strRequest & "xmlns=""https://cpemonitor.acpe-accredit.org/service"" >"  
strRequest = strRequest & "<ProviderNumber>0197</ProviderNumber>"  
strRequest = strRequest & "<ePID>11111</ePID>"  
strRequest = strRequest & "<DateOfBirth>0167</DateOfBirth>"  
strRequest = strRequest & "<UAN>0197-000-09-004-H01-T </UAN>"  
strRequest = strRequest & "<DateOfParticipation>2011-10-26</DateOfParticipation>"  
strRequest = strRequest & "<Action>I</Action>"  
strRequest = strRequest & "</SubmitCPEActivity></soap12:Body>"  
strRequest = strRequest & "</soap12:Envelope>"  
  
url = "https://cpemonitortest.acpe-accredit.org/service/cpemonitorservice.asmx"  
  
Set xmlhttp = CreateObject("MSXML2.ServerXMLHTTP.6.0")  
xmlhttp.open "POST", url, false  
xmlhttp.setRequestHeader "Content-Type", "application/soap+xml; charset=utf-8"  
xmlhttp.setRequestHeader "Content-Length", Len(strRequest)  
xmlhttp.send strRequest  
xml = xmlhttp.responseText  
  
response.write xml  
  
%>
```

Note: The web service URL must be set to the proper environment (Test or Prod).

Submitting Pharmacist/Pharmacy Technician Activity using HTTP Get With JSON Response

METHOD: SubmitCPEActivityJSON

HTTP GET

GET

```
/service/cpemonitorservice.asmx/SubmitCPEActivityJSON?provider_number=string&epid=string&date_of_birth=string&uan=string&date_of_participation=string&action=string&username=string&password=string HTTP/1.1
```

Host: cpemonitor.acpe-accredit.org

The web service method (**SubmitCPEActivityJSON**) has the following parameters:

Parameter Name	Data Type	Required	Description	Sample Data
provider_number	String	Y	The Provider Number assigned to the organization by ACPE. This is a four digit value with leading zero.	0197
epid	String	Y	NABP e-Profile ID. Leading zeros are <u>not</u> required but will be accepted.	12345
date_of_birth	String	Y	MMDD of Date of Birth is required. This is a 4-digit field with leading zeros.	1224 0502

<i>Parameter Name</i>	<i>Data Type</i>	<i>Required</i>	<i>Description</i>	<i>Sample Data</i>
uan	String	Y	ACPE Universal Activity Number is an identification number which is assigned to each new continuing pharmacy education activity developed, or cosponsored, by an ACPE-accredited provider. This value must match exactly to what appears in the ACPE Provider Web Tool.	0197-0000-17-002-L05-P 0197-0000-17-002-L05-T
date_of_participation	String	Y	YYYY-MM-DD – the month, day, and year that the participant completed the course.	2017-05-28
action	String	Y	The action expected for the record provided. Provide an “I” for Insert or “D” for Delete of Activity Records.	I D
username	String	Y	The UserName assigned by ACPE at time of account provisioning.	

<i>Parameter Name</i>	<i>Data Type</i>	<i>Required</i>	<i>Description</i>	<i>Sample Data</i>
password	String	Y	The Password defined at time of account provisioning.	

The web service method (**SubmitCPEActivityJSON**) has the following JSON Object returned to the calling program/process:

<i>Element Name</i>	<i>Data Type</i>	<i>Description</i>	<i>Sample Data</i>
provider_number	String	The Provider Number that was submitted by the provider via the web service.	0197
epid	String	NABP e-Profile ID that was submitted by the provider via the web service.	12345
date_of_birth	String	MMDD of Date of Birth that was submitted by the provider via the web service.	1224 0502
uan	String	ACPE Universal Activity Number that was submitted by the provider via the web service.	0197-0000-17-002-L05-P 0197-0000-17-002-L05-T
date_of_participation	String	MM/DD/YYYY – the month, day, and year that was submitted by the provider via the web service.	05/28/2017
action	String	The action that was submitted by the provider via the web service.	I D

<i>Element Name</i>	<i>Data Type</i>	<i>Description</i>	<i>Sample Data</i>
status	String	The status of the web service submission. “Accepted” – if the submission passes all validation and can be submitted to NABP. “Rejected” – if the submission does not pass validation OR an error was encountered during processing.	Accepted Rejected
participant_type	String	The participant type. This will be “P” for pharmacists and pharmacy technicians.	P
participant_count	Numeric	The participant count. This can be ignored for pharmacists and pharmacy technicians.	0
error_message	String	All error descriptions concatenated into a single string.	* Invalid UAN Number. * UAN Number Not Found. * ePID and DOB do not exist on NABP file.
errors	Array	A collection of errors.	
error_number	Numeric	Number representing a specific error.	110, 999
error_source	String	Source of the error.	ACPE, NABP
error_description	String	Description of the error encountered.	UAN Number not found.

JSON HTTP GET Example:

HTTP GET

```
https://cpemonitortest.acpe-accredit.org/service/cpemonitorservice.asmx
/SubmitCPEActivityJSON?provider_number=0197&epid=11111
&date_of_birth=1016&uan=11-11-11-11&date_of_participation=2011-11-11
&action=I&username=user123&password=pwd123
```

JSON Result Example:

HTTP GET Response

```
{
  "provider_number":"0197",
  "epid":"11111",
  "date_of_birth":"1016",
  "uan":"11-11-11-11",
  "date_of_participation":"11/11/2011",
  "action":"I",
  "status":"Rejected",
  "error_message":" * Invalid UAN Number. * UAN Number Not Found. * ePID and
  DOB do not exist on NABP file.",
  "errors":[
    {
      "error_number":106,
      "error_source":"ACPE",
      "error_description":"Invalid UAN Number."
    },
    {
      "error_number":110,
      "error_source":"ACPE",
      "error_description":"UAN Number Not Found."
    },
    {
      "error_number":111,
      "error_source":"ACPE",
      "error_description":"ePID and DOB do not exist on NABP file."}
  ]
}
```

Sample Data for Pharmacist/Pharmacy Technician Activity Web Service Testing

To view an “Accepted” record in the TEST Environment – use the following parameters:

Parameter	Value
Provider Number	<Your Provider Number>
EPID	301346
DOB	0707
UAN	<Any Valid UAN that you have defined for your provider in the Provider Web Tool>
Date Of Participation	<Any Valid Participation Date>
Action	I or D

To view a “Rejected” record in the TEST Environment – use the following parameters:

Parameter	Value
Provider Number	<Your Provider Number>
EPID	301346
DOB	1111
UAN	<Any UAN not in use by the provider>
Date Of Participation	<Any Invalid Participation Date>
Action	I or D

Submitting Non-Pharmacist Activity using SOAP Requests

CPE Monitor allows for the submission of Non-Pharmacist activity to ACPE. This information will not be forwarded to NABP but will be collected by ACPE for Annual Activity reporting

The following SOAP Web Service Methods have been added for managing non-pharmacists activity. These methods can be used by organizations to submit completed CPE activities for any individual not having an NABP ePID.

<i>Method</i>	<i>Description</i>
AddDoctorCPEActivity	Add Activity Participant Counts completed by Physicians.
AddNurseCPEActivity	Add Activity Participant Counts completed by Nurses.
AddOtherCPEActivity	Add Activity Participant Counts completed by individuals other than Pharmacists, Pharmacist Technicians, Nurses, or Physicians.
AddIntlPharmacistCPEActivity	Add Activity Participant Counts completed by International (non-US licensed) Pharmacists. These do not have ePIDs.
AddIntlTechnicianCPEActivity	Add Activity Participant Counts completed by International (non-US licensed) Pharmacy Technicians. These do not have ePIDs.
RemoveDoctorCPEActivity	Remove Activity Participant Counts completed by Physicians.
RemoveNurseCPEActivity	Remove Activity Participant Counts completed by Nurses.
RemoveOtherCPEActivity	Remove Activity Participant Counts completed by individuals other than Pharmacists, Pharmacy Technicians, Nurses, or Physicians.
RemoveIntlPharmacistCPEActivity	Remove Activity Participant Counts completed by International Pharmacists. These do not have ePIDs.
RemoveIntlTechnicianCPEActivity	Remove Activity Participant Counts completed by International Pharmacist Technicians. These do not have ePIDs.

Please navigate to <https://cpemonitor.acpe-accredit.org/service/cpemonitorservice.asmx> in order to download and review the web service definition language (WSDL).

To make the web service call, the UserName and Password assigned to the organization must be included in the SOAP Message header.

<i>Parameter Name</i>	<i>Data Type</i>	<i>Max Length</i>	<i>Required</i>	<i>Description</i>
UserName	Character	20	Y	The UserName assigned by ACPE at time of account provisioning.
Password	Character	20	Y	The Password defined at time of account provisioning.

Each web service method listed above has the following parameters:

<i>Parameter Name</i>	<i>Data Type</i>	<i>Max Length</i>	<i>Required</i>	<i>Description</i>	<i>Sample Data</i>
ProviderNumber	Character	4	Y	The Provider Number assigned to the organization by ACPE. This is a four digit value with leading zero.	0197
UAN	Character	50	Y	ACPE Universal Activity Number is an identification number which is assigned to each new continuing pharmacy education activity developed, or cosponsored, by an ACPE-accredited provider. This value must match exactly to what appears in the ACPE Provider Web Tool.	0197-0000-17-002-L05-P 0197-0000-17-002-L05-T

<i>Parameter Name</i>	<i>Data Type</i>	<i>Max Length</i>	<i>Required</i>	<i>Description</i>	<i>Sample Data</i>
DateOfParticipation	Date		Y	MM/DD/YYYY – the month, day, and year that the participant completed the course.	2017-05-28
ParticipantCount	Integer		Y	A positive integer representing the number of participants completing the course.	5

Each web service method returns the following xml document to the calling program/process:

<i>Element Name</i>	<i>Data Type</i>	<i>Max Length</i>	<i>Description</i>	<i>Sample Data</i>
results			A set of results.	
result			A specific result.	
ProviderNumber	Character	4	The Provider Number that was submitted by the provider via the web service.	0197
ePID	Numeric	10	This can be ignored.	
DateOfBirth	Character	4	This can be ignored	

<i>Element Name</i>	<i>Data Type</i>	<i>Max Length</i>	<i>Description</i>	<i>Sample Data</i>
UAN	Character	50	ACPE Universal Activity Number that was submitted by the provider via the web service. This value must match exactly to what appears in the ACPE Provider Web Tool.	0197-0000-17-002-L05-P 0197-0000-17-002-L05-T
DateOfParticipation	Date		MM/DD/YYYY – the month, day, and year that was submitted by the provider via the web service.	05/28/2017
Action	Character	1	The action that was submitted by the provider via the web service.	I D
ParticipantType	Character	1	The participant type. This will be: D for Doctor N for Nurse O for Other. IP for International Pharmacist (non-US licensed) IT for International (non-US licensed) Pharmacy Technician.	D N O IP IT
ParticipantCount	Numeric	10	The participant count. This is the number of participants submitted by the service call.	5

<i>Element Name</i>	<i>Data Type</i>	<i>Max Length</i>	<i>Description</i>	<i>Sample Data</i>
Status	Character	20	The status of the web service submission. “Accepted” – if the submission passes all validation and can be submitted to NABP. “Rejected” – if the submission does not pass validation OR an error was encountered during processing.	Accepted Rejected
Errors			A collection of errors.	
Error			A specific error.	
Number	Numeric	10	Number representing a specific error.	110, 999
Source	Character	10	Source of the error.	ACPE, NABP
Description	Character	500	Description of the error encountered.	UAN Number not found.

Example of response received from the CPE Monitor Web Service:

Example of response received from the CPE Monitor Web Service:

```
<results xmlns="">
  <result>
    <ProviderNumber>0197</ProviderNumber>
    <ePID>12345</ePID>
    <DateoOfBirth>1016</DateoOfBirth>
    <UAN>AAA-AAA-AAAA-AAA-AAAAA</UAN>
    <DateOfParticipation>09/01/2011</DateOfParticipation>
    <Action>I</Action>
    <Participant_Type>D</ Participant_Type >
    < Participant_Count>5</ Participant_Count>
    <Status>Rejected</Status>
    <Errors>
      <Error>
        <Number>106</Number>
        <Source>ACPE</Source>
        <Description>Invalid UAN Number.</Description>
      </Error>
      <Error>
        <Number>110</Number>
        <Source>ACPE</Source>
        <Description>UAN Number Not
Found.</Description>
      </Error>
    </Errors>
  </result>
</results>
```


Submitting Non-Pharmacist Activity using HTTP Get With JSON Response

CPE Monitor allows for the submission of Non-Pharmacist activity to ACPE. This information will not be forwarded to NABP but will be collected by ACPE for Annual Activity reporting.

The following SOAP Web Service Methods have been added for managing non-pharmacists activity. These methods can be used by organizations to submit completed CPE activities for any individual not having an NABP ePID.

<i>Method</i>	<i>Description</i>
AddDoctorCPEActivityJSON	Add Activity Participant Counts completed by Physicians.
AddNurseCPEActivityJSON	Add Activity Participant Counts completed by Nurses.
AddOtherCPEActivityJSON	Add Activity Participant Counts completed by individuals other than Pharmacists, Pharmacy Technicians, Nurses, or Physicians.
AddIntlPharmacistCPEActivityJSON	Add Activity Participant Counts completed by International (non-US licensed) Pharmacists. These do not have ePIDs.
AddIntlTechnicianCPEActivityJSON	Add Activity Participant Counts completed by International (non-US licensed) Pharmacy Technicians. These do not have ePIDs.
RemoveDoctorCPEActivityJSON	Remove Activity Participant Counts completed by Physicians.
RemoveNurseCPEActivityJSON	Remove Activity Participant Counts completed by Nurses.
RemoveOtherCPEActivityJSON	Remove Activity Participant Counts completed by individuals other than Pharmacists, Pharmacy Technicians, Nurses, or Physicians.
RemoveIntlPharmacistCPEActivityJSON	Remove Activity Participant Counts completed by International Pharmacists. These do not have ePIDs.
RemoveIntlTechnicianCPEActivityJSON	Remove Activity Participant Counts completed by International Pharmacy Technicians. These do not have ePIDs.

Please navigate to <https://cpemonitor.acpe-accredit.org/service/cpemonitorservice.asmx> in order to download and review the web service definition language (WSDL).

Each web service method listed above has the following parameters:

<i>Parameter Name</i>	<i>Data Type</i>	<i>Required</i>	<i>Description</i>	<i>Sample Data</i>
provider_number	String	Y	The Provider Number assigned to the organization by ACPE. This is a four digit value with leading zero.	0197
uan	String	Y	ACPE Universal Activity Number is an identification number which is assigned to each new continuing pharmacy education activity developed, or cosponsored, by an ACPE-accredited provider. This value must match exactly to what appears in the ACPE Provider Web Tool.	0197-0000-17-002-L05-P 0197-0000-17-002-L05-T
date_of_participation	String	Y	YYYY-MM-DD – the month, day, and year that the participant completed the course.	2017-05-28

<i>Parameter Name</i>	<i>Data Type</i>	<i>Required</i>	<i>Description</i>	<i>Sample Data</i>
participantcount	Integer	Y	A positive integer representing the number of participants completing the course.	5

Each web service method returns the following JSON Object to the calling program/process:

<i>Element Name</i>	<i>Data Type</i>	<i>Description</i>	<i>Sample Data</i>
provider_number	String	The Provider Number that was submitted by the provider via the web service.	0197
epid	String	NABP e-Profile ID that was submitted by the provider via the web service.	12345
date_of_birth	String	MMDD of Date of Birth that was submitted by the provider via the web service.	1224 0502
uan	String	ACPE Universal Activity Number that was submitted by the provider via the web service.	0197-0000-17-002-L05-P 0197-0000-17-002-L05-T
date_of_participation	String	MM/DD/YYYY – the month, day, and year that was submitted by the provider via the web service.	05/28/2017
action	String	The action that was submitted by the provider via the web service.	I D

<i>Element Name</i>	<i>Data Type</i>	<i>Description</i>	<i>Sample Data</i>
status	String	The status of the web service submission. “Accepted” – if the submission passes all validation and can be submitted to NABP. “Rejected” – if the submission does not pass validation OR an error was encountered during processing.	Accepted Rejected
participant_type	String	The type of participant. This will be: D for Doctor N for Nurse O for Other. IP for International (non-US licensed) Pharmacist IT for International (non-US licensed) Pharmacy Technician	D N O IP IT
participant_count	Numeric	The number of participants.	5
error_message	String	All error descriptions concatenated into a single string.	* Invalid UAN Number. * UAN Number Not Found.
errors	Array	A collection of errors.	
error_number	Numeric	Number representing a specific error.	110
error_source	String	Source of the error.	ACPE
error_description	String	Description of the error encountered.	UAN Number not found.

JSON HTTP GET Examples:

HTTP GET - Add Doctor CPE Activity

```
https://cpemonitortest.acpe-accredit.org/service/cpemonitorservice.asmx
/AddDoctorCPEActivityJSON?provider_number=0197&date_of_participation=2011-11-
11&participantcount=5&username=user123&password=pwd123
```

HTTP GET - Remove Doctor CPE Activity

```
https://cpemonitortest.acpe-accredit.org/service/cpemonitorservice.asmx
/RemoveDoctorCPEActivityJSON?provider_number=0197&date_of_participation=2011-
11-11&participantcount=3&username=user123&password=pwd123
```

JSON Result Examples:

HTTP GET Response - Add Doctor CPE Activity

```
{
  "provider_number":"0197",
  "epid":"",
  "date_of_birth":"",
  "uan":"11-11-11-11",
  "date_of_participation":"11/11/2011",
  "action":"I",
  "status":"Rejected",
  "participant_type":"Rejected",
  "participant_count":5,
  "error_message":" * Invalid UAN Number. * UAN Number Not Found.",
  "errors":[
    {
      "error_number":106,
      "error_source":"ACPE",
      "error_description":"Invalid UAN Number."
    },
    {
      "error_number":110,
      "error_source":"ACPE",
      "error_description":"UAN Number Not Found."
    }
  ]
}
```

HTTP GET Response - Remove Doctor CPE Activity

```
{
  "provider_number":"0197",
  "epid":"",
  "date_of_birth":"",
  "uan":"11-11-11-11",
  "date_of_participation":"11/11/2011",
  "action":"I",
  "status":"Rejected",
  "participant_type":"Rejected",
  "participant_count":5,
  "error_message":" * Invalid UAN Number. * UAN Number Not Found.",
  "errors":[
    {
      "error_number":106,
      "error_source":"ACPE",
      "error_description":"Invalid UAN Number."
    },
    {
      "error_number":110,
      "error_source":"ACPE",
      "error_description":"UAN Number Not Found."
    }
  ]
}
```

Sample Data for Non-Pharmacist Activity Web Service Testing

To view an “Accepted” record in the TEST Environment – use the following parameters:

Parameter	Value
Provider Number	<Your Provider Number>
UAN:	<Any Valid UAN that you have defined for your provider in the Provider Web Tool>
Date of Participation	<Any Valid Participation Date>
Participant Count	<Positive Integer Value>

To view a “Rejected” record in the TEST Environment – use the following parameters:

Parameter	Value
Provider Number	<Your Provider Number>
UAN	<Any UAN not in use by the provider>
Date of Participation	<Any Invalid Participation Date>
Participant Count	<Positive Integer Value>

Verifying Activity Setup in My LMS Using SOAP Requests

When configuring your Learning Management System for interaction with CPE Monitor, it is very important for the activities to be configured appropriately. Key attributes must be synchronized between the two systems. These attributes include the UAN, the Release Date and Expiration Date of Home Based Activities, and Live Dates of Live Event Activities. All of these values are managed within the ACPE Provider Web Tool. Each provider should already have an administrator within their organization whose responsibility it is to manage this information.

In order to assist with validating your activity configuration – the following SOAP Web Service Method has been added.

METHOD: GetACPEActivityDetails

Description: This web service will retrieve the ACPE Activity Information for a single UAN.

To make the web service call, the UserName and Password assigned to the organization must be included in the SOAP Message header.

<i>Parameter Name</i>	<i>Data Type</i>	<i>Max Length</i>	<i>Required</i>	<i>Description</i>
UserName	Character	20	Y	The UserName assigned by ACPE at time of account provisioning.
Password	Character	20	Y	The Password defined at time of account provisioning.

The following parameters are required for the method call:

<i>Parameter Name</i>	<i>Data Type</i>	<i>Required</i>	<i>Description</i>	<i>Sample Data</i>
Uan	String	Y	ACPE Universal Activity Number is an identification number which is assigned to each new continuing pharmacy education activity developed, or cosponsored, by an ACPE-accredited provider. This value must match exactly to what appears in the ACPE Provider Web Tool.	0197-0000-17-002-L05-P 0197-0000-17-002-L05-T
username	String	Y	The UserName assigned by ACPE at time of account provisioning.	
password	String	Y	The Password defined at time of account provisioning.	

Return Values: This method returns the object ACPEActivity.

ACPEActivity
ContactHours : decimal CourseSetting : string CreditHours : decimal ErrorMessage : string ErrorNumber : int ExpirationDate : datetime IsValid : boolean LiveDates : array[ACPEActivityLiveDate] ReleaseDate : datetime Title: string UAN : string

<i>Property Name</i>	<i>Data Type</i>	<i>Description</i>	<i>Sample Data</i>
ContactHours	Decimal	A unit of time for the Activity.	5
CourseSetting	String	The setting of the course.	Home Live
CreditHours	Decimal	Amount of credit that may be awarded upon completion of the activity.	0.5
ErrorMessage	String	Message describing the error	UAN not found.
ErrorNumber	Integer	ACPE number representing the error.	110
ExpirationDate	DateTime	The planned expiration date of the activity.	1/15/2018
IsValid	Boolean	Flag indicating that the submitted UAN is valid	True
LiveDates	List<ACPEActivityLiveDate>	For Live Activities – this is a collection of all dates the activity will occur. For Home Activities – this collection does not contain any records.	<See below>

<i>Property Name</i>	<i>Data Type</i>	<i>Description</i>	<i>Sample Data</i>
ReleaseDate	DateTime	Date the Activity was made available to participants.	1/15/2017
Title	String	Title of the activity.	ACPE Administrator workshop
UAN	String	Universal Activity Number	0197-0000-17-001-L04-P

The ACPEActivity object contains a collection of ACPEActivityLiveDate objects.

ACPEActivityLiveDate
Format: string LiveDate : datetime Location : string

<i>Property Name</i>	<i>Data Type</i>	<i>Description</i>	<i>Sample Data</i>
Format	String	Format of the Activity	Seminar Internet Teleconference
LiveDate	DateTime	The Date the Live Activity will occur.	2/15/2017
Location	String	Physical Location of the Activity.	Chicago, IL www.liveactivity.org 312-123-1234

It is suggested that particular method be used during time of activity setup within your Learning Management system. By checking the UAN and the key attributes of that UAN, you will be able to reduce the number of potential errors while attendees attempt to complete their learning activity.

Verifying Activity Setup in My LMS Using HTTP Get with JSON Response

When configuring your Learning Management System for interaction with CPE Monitor, it is very important for the activities to be configured appropriately. Key attributes must be synchronized between the two systems. These attributes include the UAN, the Release Date and Expiration Date of Home Based Activities, and Live Dates of Live Event Activities. All of these values are managed within the ACPE Provider Web Tool. Each provider should already have an administrator within their organization whose responsibility it is to manage this information.

In order to assist with validating your activity configuration – the following SOAP Web Service Method has been added.

METHOD: GetACPEActivityDetailsJSON

Description: This web service will retrieve the ACPE Activity Information in a JSON format for a single UAN.

This web service method has the following parameters:

<i>Parameter Name</i>	<i>Data Type</i>	<i>Required</i>	<i>Description</i>	<i>Sample Data</i>
Uan	String	Y	ACPE Universal Activity Number is an identification number which is assigned to each new continuing pharmacy education activity developed, or cosponsored, by an ACPE-accredited provider. This value must match exactly to what appears in the ACPE Provider Web Tool.	0197-0000-17-002-L05-P 0197-0000-17-002-L05-T

<i>Parameter Name</i>	<i>Data Type</i>	<i>Required</i>	<i>Description</i>	<i>Sample Data</i>
username	String	Y	The UserName assigned by ACPE at time of account provisioning.	
password	String	Y	The Password defined at time of account provisioning.	

Return Values: This method returns the following JSON object.

ACPEActivity
ContactHours : decimal CourseSetting : string CreditHours : decimal ErrorMessage : string ErrorNumber : int ExpirationDate : datetime IsValid : boolean LiveDates : array[ACPEActivityLiveDate] ReleaseDate : datetime Title: string UAN : string

<i>Property Name</i>	<i>Data Type</i>	<i>Description</i>	<i>Sample Data</i>
ContactHours	Decimal	A unit of time for the Activity.	5
CourseSetting	String	The setting of the course.	Home Live
CreditHours	Decimal	Amount of credit that may be awarded upon completion of the activity.	0.5
ErrorMessage	String	Message describing the error	UAN not found.

<i>Property Name</i>	<i>Data Type</i>	<i>Description</i>	<i>Sample Data</i>
ErrorNumber	Integer	ACPE number representing the error.	110
ExpirationDate	DateTime	The planned expiration date of the activity.	1/15/2018
IsValid	Boolean	Flag indicating that the submitted UAN is valid	True
LiveDates	List<ACPE ActivityLiveDate>	For Live Activities – this is a collection of all dates the activity will occur. For Home Activities – this collection does not contain any records.	<See below>
ReleaseDate	DateTime	Date the Activity was made available to participants.	1/15/2017
Title	String	Title of the activity.	ACPE Administrator workshop
UAN	String	Universal Activity Number	0197-0000-17-001-L04-P

The JSON object contains a collection of Activity Live Date objects.

ACPEActivityLiveDate
Format: string LiveDate : datetime Location : string

<i>Property Name</i>	<i>Data Type</i>	<i>Description</i>	<i>Sample Data</i>
Format	String	Format of the Activity	Seminar Internet Teleconference
LiveDate	DateTime	The Date the Live Activity will occur.	2/15/2017

<i>Property Name</i>	<i>Data Type</i>	<i>Description</i>	<i>Sample Data</i>
Location	String	Physical Location of the Activity.	Chicago, IL www.liveactivity.org 312-123-1234

It is suggested that particular method be used during time of activity setup within your Learning Management system. By checking the UAN and the key attributes of that UAN, you will be able to reduce the number of potential errors while attendees attempt to complete their learning activity.

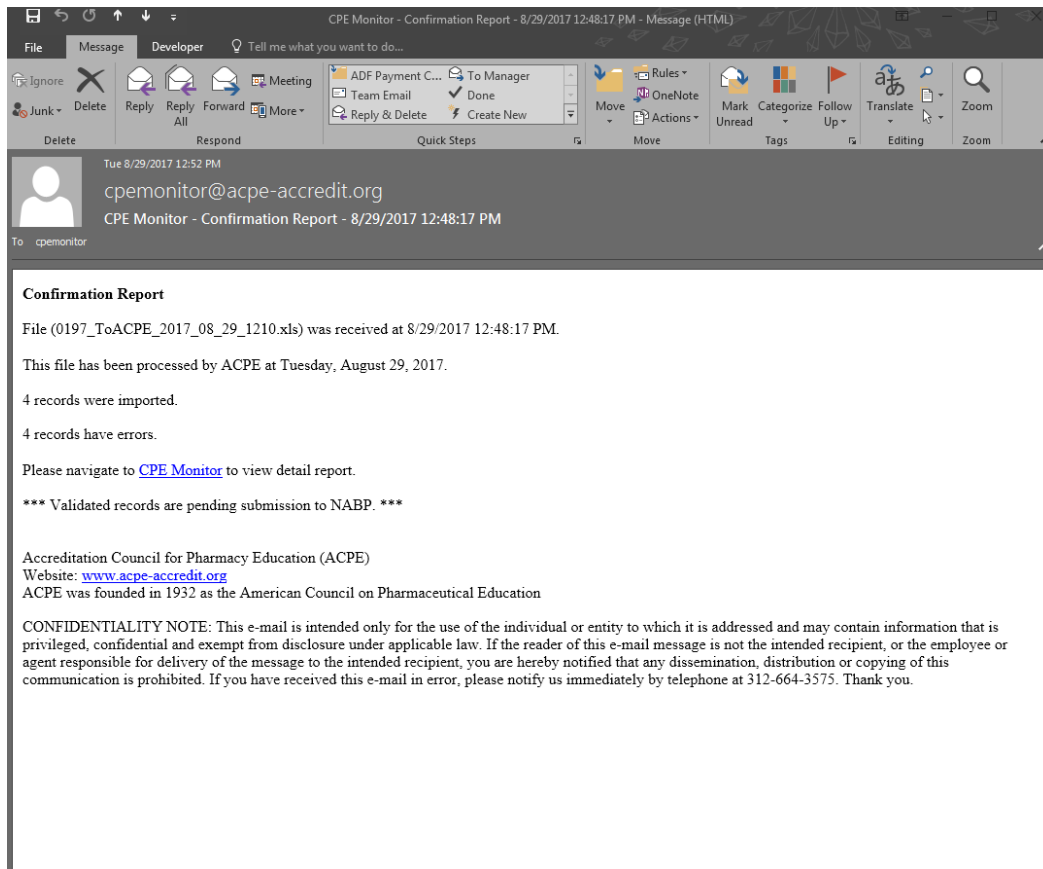
Confirmation Process

How Am I Notified About Results?

Manual Transmission

You have submitted a file and would like to track the progress. The steps to do so are documented below.

1. The initial status of a submitted file will be “Not Processed”. Once the CPE Monitor® picks up the file for processing, the status of the file will move to “Pending” with a list of the number of records uploaded and the number of errors encountered.
2. The CPE Monitor® will also send an email to the user specified at the time of the upload letting the user know the file has been accepted by CPE Monitor. The email will show how many activities were imported and how many errors were identified.



3. To view and process any errors, login to the CPE Monitor® dashboard.
4. The “Pending” status indicates the file has been accepted by CPE Monitor®. There may or may not be errors.

The screenshot shows the CPE Monitor dashboard for ACPE Test II (0197). The page includes a navigation menu with Home, Reports, and Contact Us. The main content area displays upload statistics and a table of manual or FTP data uploads.

Upload Statistics for ACPE Test II (0197)

Submitted CE Activities:	0	Batches Submitted:	31
Pending CE Activities:	2	FTP Batches Submitted:	2
Approved CE Activities:	973	Live Activities Submitted:	90
Denied CE Activities:	137		

Live Submission Lookup & Reporting Start Date: End Date:

Upload File: **Email Address:**

Summary of Manual or FTP Data Uploads [Refresh](#)

File Name	Date Uploaded	Status	Records Uploaded	Errors	Date Completed	Report
0197_ToACPE_2017_08_29_1210.xls	08/29/2017 12:48PM	Pending	4	4		View
ACPE TEST TD 07.xls	06/28/2017 05:41PM	Completed	1	1	6/28/2017	View
ACPE TEST TD 06.xls	06/28/2017 05:39PM	Completed	1	1	6/28/2017	View
ACPE TEST TD 07.xls	06/28/2017 05:21PM	Completed	1	1	6/28/2017	View
ACPE TEST TD 06.xls	06/28/2017 05:18PM	Completed	1	1	6/28/2017	View
0197_SJ_ToACPE_2016_TEST.xls	06/25/2016 03:10PM	Completed	9	9	6/25/2016	View
0197_SJ_ToACPE_2016_TEST.xls	06/25/2016 03:05PM	File Error	0	1	6/25/2016	View

Page 1 of 3 (18 items)

* Click on column header text to sort.

- To view the Provider Data File Report – click on the “View” link under the “Report” column for the file you would like to review. The following will appear:

The screenshot shows the ACPE CPE Monitor interface. At the top, there is a navigation bar with 'Home', 'Reports', and 'Contact Us' links. Below this, the title 'Provider Data File Report' is centered. A summary section provides the following information:

- File Name:** 0197_ToACPE_2017_08_29_1210.xls
- Uploaded By:** Test User
- Email:** cpemonitor@acpe-accredit.org
- Provider:** 0197 - ACPE Test II
- Status:** Pending
- Date Uploaded:** 8/29/2017 12:48:17 PM
- Date Completed:** (blank)

Below the summary are two buttons: 'Export To Excel' and 'Return To Dashboard'. The main part of the report is a table with the following columns: Action, ePID, DOB, ACPE UAN, Date Of Ptcptn, Ptcpt Type, Ptcpt Count, CPE Status, Dup?, Error?, Error Description, and NABP Status. The table contains three rows of data, all with an 'Error?' flag set to 'Y'.

Action	ePID	DOB	ACPE UAN	Date Of Ptcptn	Ptcpt Type	Ptcpt Count	CPE Status	Dup?	Error?	Error Description	NABP Status
I	298829	0510	0197-0000-17-001-L01-P	02/01/17	P		Not Processed	N	Y	* UAN Number Not Found. * There was an error with the ePID and DOB combination provided. Please verify ePID and DOB.	
I	398756	0313	0197-0000-17-001-L01-P	02/01/17	P		Not Processed	N	Y	* UAN Number Not Found. * There was an error with the ePID and DOB combination provided. Please verify ePID and DOB.	
I	448623	1110	0197-0000-17-001-L01-P	02/01/17	P		Not Processed	N	Y	* UAN Number Not Found. * There was an error with the ePID and DOB combination provided. Please verify ePID and DOB.	

- Any activities identified by CPE Monitor® as having an error (“Error” column is set to “Y”) will appear with a description. Errors need to be reviewed, rectified and resubmitted by the provider in order for a record to successfully go through to a learner’s NABP eProfile.
- Any activities identified by CPE Monitor® as being a duplicate (“Dup?” column is set to “Y”) will not be sent to NABP. A duplicate activity is defined as an activity action that was previously submitted successfully to CPE Monitor®, sent to NABP, and accepted by NABP.
- Any non-pharmacist activities (Participant Type is “D”, “N”, “O”) either have the Error Flag set to “Y” if they do not pass validation or are marked with a CPE Status of “Completed”. This data is not sent to NABP.

9. CPE Monitor® will then transmit all error-free, non-duplicate activities to NABP once a day during the nightly batch cycle which begins at 5:00pm on standard business days. Any activity file submitted after 5:00pm will not have valid activities transmitted to NABP until the next batch cycle (which is the next business day).
10. The Dashboard will reflect a status of “Pending” on the Provider Data File Report once the activities have been submitted to NABP.
11. CPE Monitor® will receive confirmation from NABP on whether or not they accepted the records within one business day. CPE Monitor® will update all “Pending” Files to have a status of “Completed” or “Complete – NABP Errors”. The “Date Completed” will be the date the confirmation file was processed and a status change was applied to the activities.

The screenshot shows the CPE Monitor dashboard for ACPE Test II (0197). The page includes a navigation menu with Home, Reports, and Contact Us. The main content area displays 'Upload Statistics for ACPE Test II (0197)' with the following data:

Submitted CE Activities:	0	Batches Submitted:	31
Pending CE Activities:	2	FTP Batches Submitted:	2
Approved CE Activities:	973	Live Activities Submitted:	90
Denied CE Activities:	137		

Below the statistics is a 'Live Submission Lookup & Reporting' section with 'Start Date' and 'End Date' dropdown menus and a 'Search' button. There is also an 'Upload File' section with a 'Browse...' button and an 'Email Address' field containing 'Ceinfo@acpe-accredit.org' with an 'Upload' button.

The 'Summary of Manual or FTP Data Uploads' table is shown below, with a 'Refresh' link. The table has columns for File Name, Date Uploaded, Status, Records Uploaded, Errors, Date Completed, and Report. The data rows are as follows:

File Name	Date Uploaded	Status	Records Uploaded	Errors	Date Completed	Report
0197_ToACPE_2017_08_29_1210.xls	08/29/2017 12:48PM	Pending	4	4		View
ACPE TEST TD 07.xls	06/28/2017 05:41PM	Completed	1	1	6/28/2017	View
ACPE TEST TD 06.xls	06/28/2017 05:39PM	Completed	1	1	6/28/2017	View
ACPE TEST TD 07.xls	06/28/2017 05:21PM	Completed	1	1	6/28/2017	View
ACPE TEST TD 06.xls	06/28/2017 05:18PM	Completed	1	1	6/28/2017	View
0197_SJ_ToACPE_2016_TEST.xls	06/25/2016 03:10PM	Completed	9	9	6/25/2016	View
0197_SJ_ToACPE_2016_TEST.xls	06/25/2016 03:05PM	File Error	0	1	6/25/2016	View

Page 1 of 3 (18 items) < [1] 2 3 >

* Click on column header text to sort.

12. To view the file results – click on the “View” link. All activities being accepted by NABP will have an “NABP” status of “Pass”. All that were rejected will have a status of “Not Processed” followed by the reason for NABP not accepting the record.
13. Confirmation of results is complete. Please proceed to “Processing Errors and Re-submission”.

Error Processing and Re-submission

Errors may be reported either during the submission process or after NABP has processed a specific set of activities. To correct those errors, use the following process.

1. Login to the CPE Monitor Dashboard.
2. Navigate to the file with errors and go to the Provider Data Report by clicking on the “View” link.
3. If you click on the down arrow image next to the “Error” column, you can filter rows by a specific value. Select “Y” to show all errors.

The screenshot shows the CPE Monitor web application interface. At the top, there is a navigation bar with 'Home', 'Reports', and 'Contact Us' buttons. Below this is the 'Provider Data File Report' section. It displays metadata for the report, including the file name, uploader, email, provider, status, date uploaded, and date completed. Below the metadata are two buttons: 'Export To Excel' and 'Return To Dashboard'. The main part of the page is a table with the following columns: Action, ePID, DOB, ACPE UAN, Date Of Ptcptn, Ptcpt Type, Ptcpt Count, CPE Status, Dup?, Error?, Error Description, and NABP Status. The table contains three rows of data, all with 'Not Processed' status and 'Y' in the Error? column. A dropdown menu is open over the Error? column, showing options: (All), (Blanks), (Non blanks), and Y. The Error Description for the first row is: 'error with the ePID and DOB combination provided. Please verify ePID and DOB.' The Error Description for the second row is: '* UAN Number Not Found. * There was an error with the ePID and DOB combination provided. Please verify ePID and DOB.' The Error Description for the third row is: '* UAN Number Not Found. * There was an error with the ePID and DOB combination provided. Please verify ePID and DOB.'

Action	ePID	DOB	ACPE UAN	Date Of Ptcptn	Ptcpt Type	Ptcpt Count	CPE Status	Dup?	Error?	Error Description	NABP Status
I	298829	0510	0197-0000-17-001-L01-P	02/01/17	P		Not Processed	N	Y	error with the ePID and DOB combination provided. Please verify ePID and DOB.	
I	398756	0313	0197-0000-17-001-L01-P	02/01/17	P		Not Processed	N	Y	* UAN Number Not Found. * There was an error with the ePID and DOB combination provided. Please verify ePID and DOB.	
I	448623	1110	0197-0000-17-001-L01-P	02/01/17	P		Not Processed	N	Y	* UAN Number Not Found. * There was an error with the ePID and DOB combination provided. Please verify ePID and DOB.	

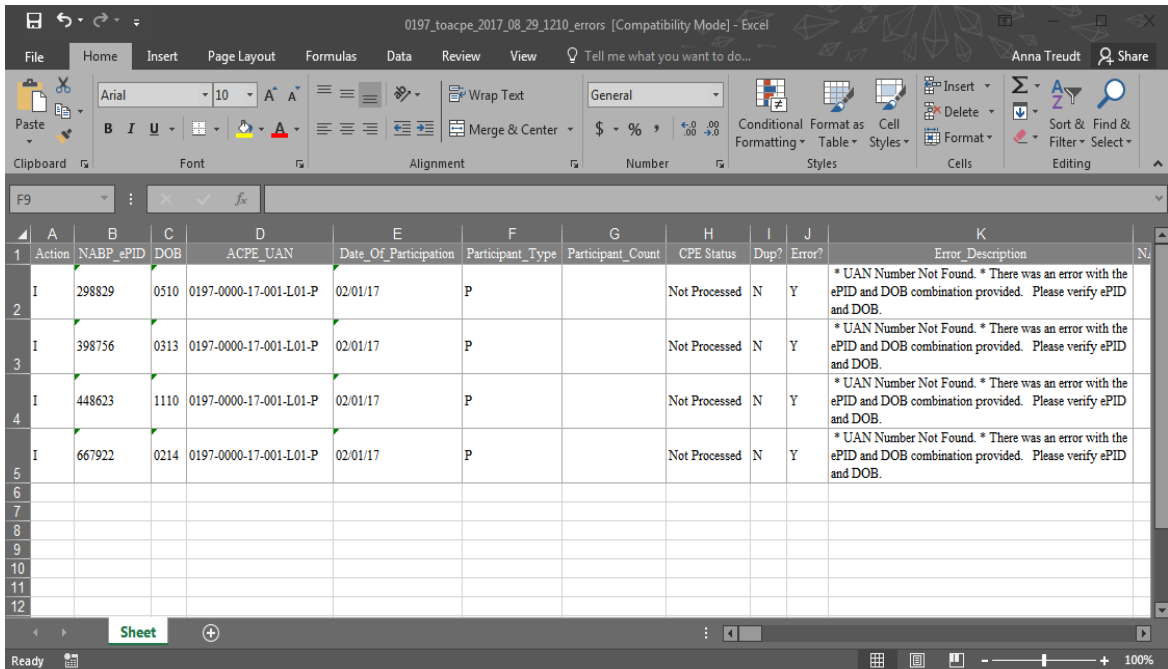
- Only rows having an error condition will appear.

The screenshot shows the ACPE CPE Monitor web application interface. At the top, there is a navigation bar with 'Home', 'Reports', and 'Contact Us' buttons. Below this is the 'Provider Data File Report' section. It displays metadata for an uploaded file: 'File Name: 0197_ToACPE_2017_08_29_1210.xls', 'Uploaded By: Test User', 'Email: cpemonitor@acpe-accredit.org', 'Provider: 0197 - ACPE Test II', 'Status: Pending', 'Date Uploaded: 8/29/2017 12:48:17 PM', and 'Date Completed:'. Below the metadata are two buttons: 'Export To Excel' and 'Return To Dashboard'. The main content is a table with the following columns: Action, e PID, DOB, ACPE UAN, Date Of Ptcptn, Ptcpt Type, Ptcpt Count, CPE Status, Dup?, Error?, Error Description, and NABP Status. The table contains three rows, all of which have an 'Error?' status of 'Y' and an 'Error Description' of '* UAN Number Not Found. * There was an error with the ePID and DOB combination provided. Please verify ePID and DOB.'.

Action	e PID	DOB	ACPE UAN	Date Of Ptcptn	Ptcpt Type	Ptcpt Count	CPE Status	Dup?	Error?	Error Description	NABP Status
I	298829	0510	0197-0000-17-001-L01-P	02/01/17	P		Not Processed	N	Y	* UAN Number Not Found. * There was an error with the ePID and DOB combination provided. Please verify ePID and DOB.	
I	398756	0313	0197-0000-17-001-L01-P	02/01/17	P		Not Processed	N	Y	* UAN Number Not Found. * There was an error with the ePID and DOB combination provided. Please verify ePID and DOB.	
I	448623	1110	0197-0000-17-001-L01-P	02/01/17	P		Not Processed	N	Y	* UAN Number Not Found. * There was an error with the ePID and DOB combination provided. Please verify ePID and DOB.	

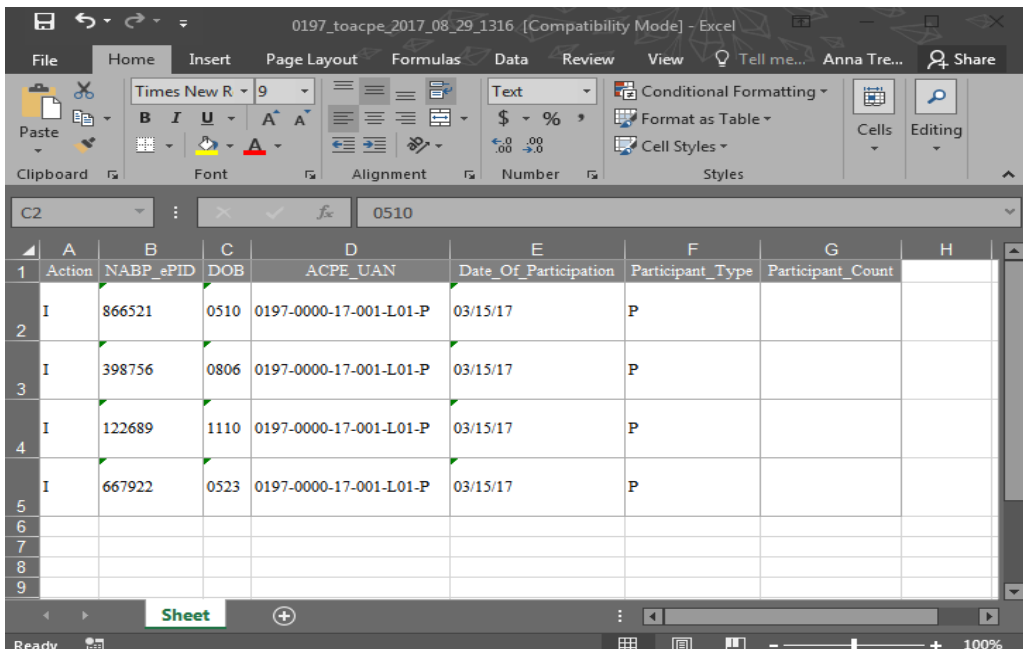
- Click on the "Export to Excel" button. You will be prompted for a location to save the file. Give the file a name and save it to your local file system.

6. After saving the file, open it. It will appear as follows:



7. Make any necessary corrections to Columns A – F based on the error indicated in either column J or Column K.

8. Delete Columns H – L. Save the changes with the appropriate file naming structure. The file should appear as follows:



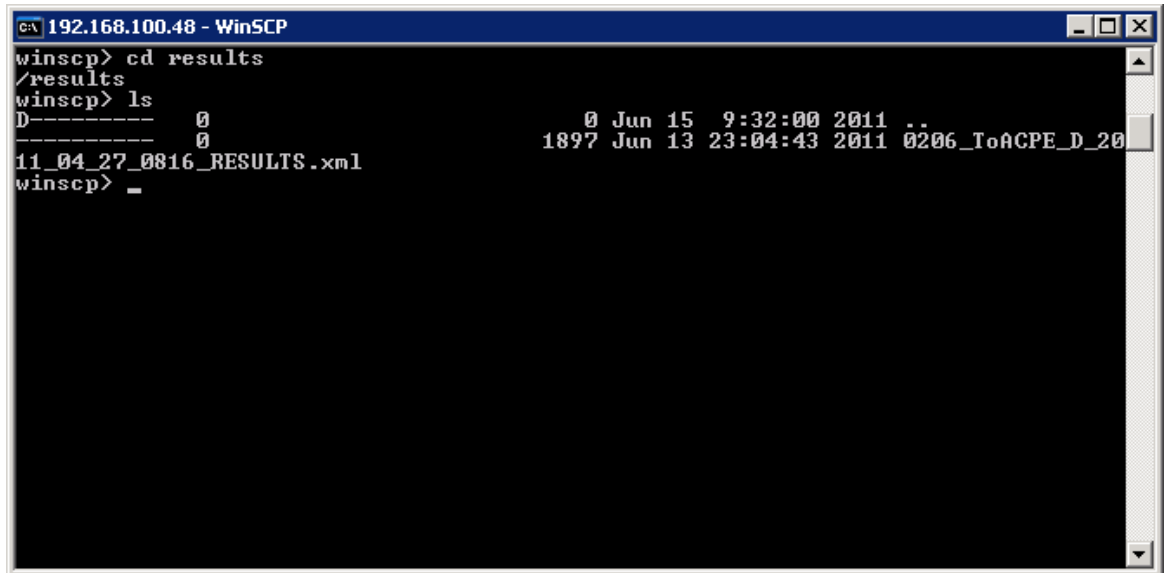
9.

10. Return to the CPE Monitor Dashboard.

11. Follow the steps defined in “How Do I Send Information to ACPE? – Manual Transmission” section to re-submit the corrected records.

Automated Transmission

1. Using the SFTP tool of your choice – login to **cpesftp.acpe-accredit.org** with the User ID and Password provided at time of account provisioning.
2. The results file can be found by navigating to the “results” directory. The file processed will have the same name as the uploaded file with “_Results” appended to the file name and file extension of “.xml”.



```
C:\ 192.168.100.48 - WinSCP
winscp> cd results
/~/results
winscp> ls
D-----          0 Jun 15  9:32:00 2011  ..
-----          0 Jun 13 23:04:43 2011  0206_ToACPE_D_20
11_04_27_0816_RESULTS.xml
winscp> _
```

3. Download the results file and review the results. Corrections that need to be made can be submitted in the next SFTP file transmission to the CPE Monitor SFTP site.
4. Providers can also be configured for notification by email upon the completion of file processing. Please indicate at time of account provisioning if you would like to have file processing results by email; otherwise contact cpemonitor@acpe-accredit.org if changes are needed to your notification settings.

5. The results file is structured as follows:

Node Name	Description
File	The file that was processed.
Processed	The results from CPE Monitor processing.
TotalSubmitted	The number of records in the file submitted to CPE Monitor.
TotalAccepted	The number of records accepted by CPE Monitor.
TotalExceptions	The number of records having one or more validation errors.
DateProcessed	The Date the file was processed.
Results	All records in the submitted file having validation errors.
Record	An activity record having validation errors.
Action	Action value of activity record with error.
NABP_ePID	ePID value of activity record with error.
DOB	Date Of Birth of activity record with error.
ACPE_UAN	ACPE_UAN of activity record with error.
Date_Of_Participation	Date Of Participation of activity record with error.
Record_Status	CPE Monitor activity record status
Date_Created	Date activity record was created in CPE Monitor
Participant_Type	Type of Participants Submitted (D, N, O, P)
Participant_Count	Number of Participants submitted (Non-Pharmacists)
Errors	All validation errors for the specified activity record.
Error	A specific error for the activity record.
Number	The error number of the specific error.
Source	The source of the activity record. ACPE or NABP.
Description	The validation error message for the activity record.


Example results file:

```
<?xml version="1.0" encoding="UTF-8" ?>
- <File>
- <Processed>
  <TotalSubmitted>5</TotalSubmitted>
  <TotalAccepted>2</TotalAccepted>
  <TotalExceptions>3</TotalExceptions>
  <DateProcessed>2/8/2012 3:05:27 PM</DateProcessed>
</Processed>
- <Results>
- <Record>
  <Action>I</Action>
  <NABP_ePID />
  <DOB />
  <ACPE_UAN>0197-0000-11-014-L05-P</ACPE_UAN>
  <Date_Of_Participation>10/01/2012</Date_Of_Participation>
  <Record_Status>Not Processed</Record_Status>
  <Date_Created>2/8/2012 2:37:13 PM</Date_Created>
  <Participation_Type>B</Participation_Type>
  <Participation_Count>1</Participation_Count>
- <Errors>
- <Error>
  <Number>118</Number>
  <Source>ACPE</Source>
  <Description>Participant Type must be either D (Doctor), N (Nurse), or O (Other).</Description>
</Error>
</Errors>
</Record>
- <Record>
  <Action>I</Action>
  <NABP_ePID>110943</NABP_ePID>
  <DOB>0115</DOB>
  <ACPE_UAN>0197-0000-11-014-L05-P</ACPE_UAN>
  <Date_Of_Participation>10/01/2012</Date_Of_Participation>
  <Record_Status>Not Processed</Record_Status>
  <Date_Created>2/8/2012 2:37:13 PM</Date_Created>
  <Participation_Type>P</Participation_Type>
  <Participation_Count>0</Participation_Count>
- <Errors>
```

Web Service Transmission

When CPE Activities are submitted via the web service, a response is received immediately indicating whether or not the activity has been accepted or rejected. Please see the section titled “How Do I Send Information to ACPE?” sub-section “Web Service Transmissions” for further detail.

To review your submissions, if you have an ID for the Provider Web Tool, simply login to <https://cpemonitor.acpe-accredit.org> and then enter the range of activity submission dates in the section titled “Live Submission Lookup and Reporting”. Click “Search” when ready.



Accreditation Council for Pharmacy Education
CPE Monitor

Today is 10/11/2017

You are logged on as Test User [Logout](#)

Home
Reports
Contact Us

Upload Statistics for ACPE Test II (0197)

Submitted CE Activities:	0	Batches Submitted:	32
Pending CE Activities:	2	FTP Batches Submitted:	2
Approved CE Activities:	973	Live Activities Submitted:	90
Denied CE Activities:	141		

Live Submission Lookup & Reporting **Start Date:** **End Date:**

Upload File: **Email Address:**


Summary of Manual or FTP Data Uploads [Refresh](#)

File Name	Date Uploaded	Status	Records Uploaded	Errors	Date Completed	Report
0197 ToACPE 2017 10 11 2017.xls	10/11/2017 01:25PM	Pending	2	2		View
0197 ToACPE 2017 08 29 1210.xls	08/29/2017 12:48PM	Completed	4	4	8/29/2017	View
ACPE TEST TD 07.xls	06/28/2017 05:41PM	Completed	1	1	6/28/2017	View
ACPE TEST TD 06.xls	06/28/2017 05:39PM	Completed	1	1	6/28/2017	View
ACPE TEST TD 07.xls	06/28/2017 05:21PM	Completed	1	1	6/28/2017	View
ACPE TEST TD 06.xls	06/28/2017 05:18PM	Completed	1	1	6/28/2017	View
0197 SJ ToACPE 2016 TEST.xls	06/25/2016 03:10PM	Completed	9	9	6/25/2016	View

Page 1 of 3 (17 items) < [1] 2 3 >

* Click on column header text to sort.

You will be redirect to the Provider Activity Report with the results of your search.



Accreditation Council for Pharmacy Education
CPE Monitor

Today is 10/11/2017

You are logged on as Test User [Logout](#)

Home
Reports
Contact Us

Provider Activity Report

Provider: ACPE Test II
Report Type: Transaction Detail
UAN:
EPID:
Start Date: 7/1/2017 **End Date:** 10/31/2017
ESU Year: *** All ESU Years ***

Submit Date	Action	NABPe PID	DOB	ACPE UAN	Date Of Ptcptn	Ptcpt Type	Ptcpt Count	CPE Status	Dup?	Error?	Error Description	NABP Status
8/19/2017	I	11111	0101	0197-0000-017-H01-P	01/01/2017	P		Not Processed	N	Y	* Invalid UAN Number. * UAN Number Not Found. * There was an error with the ePID and DOB combination provided. Please verify ePID and DOB.	
8/19/2017	I	11111	0101	0197-9999-017-H04-P	01/01/2017	P		Not Processed	N	Y	* Invalid UAN Number. * UAN Number Not Found. * There was an error with the ePID and DOB combination provided. Please verify ePID and DOB.	
8/29/2017	I	298829	0510	0197-0000-17-001-L01-P	02/01/17	P		Not Processed	N	Y	* UAN Number Not Found. * There was an error with the ePID and DOB combination provided.	

Provider Analytics

To assist the provider with tracking and analysis of CPE Monitor data the following reports exist:

Report	Description
Annual Activity	A listing of participant counts by UAN for a specified ESU Year range. This will be used for identifying the ESU Fee (Annual Fee) for a specific year.
Annual Activity No Fee	A listing of participant counts by UAN for a specified ESU Year range without listing the ESU fee.
Participant Summary	A summary of all pharmacist/pharmacy technician participants for a specified participant date range. This would be used to review which pharmacist/pharmacy technician data has been accepted by both ACPE and NABP.
Transaction Detail	A detail listing of all records submitted by a provider across all files and all submission methods for a specified submission date range.
UAN Summary	A summary by participant type for a specified participant date range. This would be used to review high level summary of what has been submitted by UAN.

All report can be accessed by clicking on the “Reports” tab from the Dashboard page.

The screenshot shows the ACPE CPE Monitor dashboard. At the top, there is a navigation bar with 'Home', 'Reports', and 'Contact Us' tabs. Below this, the 'Upload Statistics for ACPE Test II (0197)' section displays the following data:

Submitted CE Activities:	0	Batches Submitted:	31
Pending CE Activities:	2	FTP Batches Submitted:	2
Approved CE Activities:	973	Live Activities Submitted:	90
Denied CE Activities:	137		

Below the statistics, there is a 'Live Submission Lookup & Reporting' section with 'Start Date' and 'End Date' dropdown menus and a 'Search' button. An 'Upload File' section includes a 'Browse...' button, an 'Email Address' field with 'Ceinfo@acpe-accredit.org', and an 'Upload' button.

The 'Summary of Manual or FTP Data Uploads' section contains a table with the following data:

File Name	Date Uploaded	Status	Records Uploaded	Errors	Date Completed	Report
0197_ToACPE_2017_08_29_1210.xls	08/29/2017 12:48PM	Pending	4	4		View
ACPE_TEST_TD_07.xls	06/28/2017 05:41PM	Completed	1	1	6/28/2017	View
ACPE_TEST_TD_06.xls	06/28/2017 05:39PM	Completed	1	1	6/28/2017	View
ACPE_TEST_TD_07.xls	06/28/2017 05:21PM	Completed	1	1	6/28/2017	View
ACPE_TEST_TD_06.xls	06/28/2017 05:18PM	Completed	1	1	6/28/2017	View
0197_SJ_ToACPE_2016_TEST.xls	06/25/2016 03:10PM	Completed	9	9	6/25/2016	View
0197_SJ_ToACPE_2016_TEST.xls	06/25/2016 03:05PM	File Error	0	1	6/25/2016	View

Page 1 of 3 (18 items) [1] 2 3

To run the **Annual Activity** report, click the “Annual Activity” radio button, select an “ESU Year”, and then click the “Search”.

Accreditation Council for Pharmacy Education
CPE Monitor
 Today is 8/29/2017
 You are logged on as Test User [Logout](#)

Home | Reports | Contact Us

Annual Activity Report

Provider: ACPE Test II
Report Type: Annual Activity
UAN:
EPID:
Start Date: **End Date:**
ESU Year: 06/01/2015 - 05/31/2016

UAN	Title	Cosponsor	Release Date	Expiration Date	Hours (CEUs)	Activity Type	Total Participants	Total ESU
0197-0000-15-1001-H01-P	test	No Joint Providership	9/29/2015	9/29/2018	1.000	K	1	1.000
0197-9999-16-002-H01-P	xxxxx	Joint Providership	1/26/2016	1/26/2019	0.100	K	7	0.700

Participants: 8
Total ESU: 1.70
Fee Level: 1
Total Fee: 3,315.00

* Click on column header text to sort. Click on column header button to filter.

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To run the **Annual Activity No Fee** report, click the “Annual Activity No Fee” option, select an ESU year and click Search. The results will display all data without the fee structure listed.



Today is 11/21/2017

You are logged on as acpe [Logout](#)

Annual Activity No Fee Report

Provider: American Society of Health-System Pharmacists
Report Type: Annual Activity No Fee
UAN:
Start Date:
End Date:
ESU Year: 06/01/2016 - 05/31/2017

UAN	Title	Cosponsor	Release Date	Expiration Date	Hours (CEUs)	Activity Type	Total Participants
0204-0000-13-002-H04-P	Clinically Important Drug-Drug Interactions and Clinical Decision Support	No Cosponsorship	6/11/2013	6/11/2016	0.100	K	1
0204-0000-13-005-H04-P	Credentialing and Privileging for Pharmacists: Preparing for the future for pharmacy practice advancement	No Cosponsorship	9/26/2013	9/26/2016	0.100	K	2
0204-0000-13-217-H04-P	The ABCs of CEAs (Cost-Effective Analyses)	No Cosponsorship	12/11/2013	12/11/2016	0.100	K	1
0204-0000-13-296-H04-P	Achieving Provider Status: Social Security Act Changes and the Role of Peer Review	No Cosponsorship	12/9/2013	12/9/2016	0.100	K	1
0204-0000-13-305-H01-P	Newest Drugs of Abuse: Spice, Bath Salts, Salvia and Beyond	No Cosponsorship	12/8/2013	12/8/2016	0.100	K	1

To run the **Participant Summary**, click the “Participant Summary”, enter any filter criteria, and then click “Search”.

The screenshot shows a web browser window with the URL <https://cpemonitor.acpe-accredit.org/ProviderUploadReport.aspx>. The page header includes the CPE Monitor logo and the text "Accreditation Council for Pharmacy Education CPE Monitor". The date "Today is 8/29/2017" and the user information "You are logged on as Test User Logout" are displayed. A navigation menu contains "Home", "Reports", and "Contact Us". The main heading is "Participant Summary Report".

The search form includes the following fields:

- Provider: ACPE Test II
- Report Type: Participant Summary (dropdown)
- UAN: (text input)
- EPID: (text input)
- Start Date: 8/1/2015 (dropdown)
- End Date: 8/29/2017 (dropdown)
- ESU Year: **** All ESU Years **** (dropdown)

Buttons for "Search" and "Export To Excel" are located below the form.

The results table is as follows:

ACPE UAN	NABP ePID	Date Of Participation
0197-0000-15-1001-H01-P	301346	1/5/2016
0197-0000-16-014-H01-P	301346	1/1/2017
0197-9999-16-002-H01-P	301346	3/1/2016

A note below the table states: "* Click on column header text to sort. Click on column header button to filter."

The footer of the page reads: "CPE Monitor - A Collaborative Service from ACPE and NABP".

To search by **Transaction Detail** and review all actions, select “Transaction Detail”, filter any criteria and click Search.

The screenshot shows the CPE Monitor web application interface. At the top, there is a navigation bar with the CPE Monitor logo and the text "Accreditation Council for Pharmacy Education CPE Monitor". Below this, there are navigation buttons for "Home", "Reports", and "Contact Us". The main heading is "Provider Activity Report".

The search form includes the following fields:

- Provider:** ACPE Test II
- Report Type:** Transaction Detail (dropdown)
- UAN:** 0197-0000-17-018-H07-T - ACPE TEST Topic Designator 07
- EPID:** (empty field)
- Start Date:** 1/2/2017 (dropdown)
- End Date:** 8/30/2017 (dropdown)
- ESU Year:** *** All ESU Years *** (dropdown)

Buttons for "Search" and "Export To Excel" are located below the form.

Below the form is a table with the following data:

Submit Date	Action	NABPe PID	DOB	ACPE UAN	Date Of Ptcptn	Ptcpt Type	Ptcpt Count	CPE Status	Dup?	Error?	Error Description	NABP Status
6/28/2017	I	246810	1115	0197-0000-17-018-H07-T	6/15/2017	P		Not Processed	N	Y	* There was an error with the ePID and DOB combination provided. Please verify ePID and DOB.	

Below the table, there is a note: "* Click on column header text to sort. Click on column header button to filter."

At the bottom of the page, there is a footer: "CPE Monitor - A Collaborative Service from ACPE and NABP".

To run the **UAN Summary**, click the “UAN Summary” radio button, enter the Participation Date range, and then click “Search”. Your report results will display.

The screenshot shows the ACPE CPE Monitor website interface for generating a UAN Summary Report. The page title is "UAN Summary Report". The search filters are as follows:

- Provider: ACPE Test II
- Report Type: UAN Summary
- UAN: (empty text box)
- EPID: (empty text box)
- Start Date: 8/1/2015
- End Date: 8/29/2017
- ESU Year: *** All ESU Years ***

Buttons for "Search" and "Export To Excel" are visible below the filters.

ACPE UAN	Pharmacists	Doctors	Nurses	Intl Pharmacists	Intl Technicians	Other	Total
0197-0000-16-014-H01-P	1	0	0	0	0	0	1
0197-9999-16-002-H01-P	1	6	0	0	0	0	7
0197-0000-15-1001-H01-P	1	0	0	0	0	0	1

Participants: 9

* Click on column header text to sort. Click on column header button to filter.

CPE Monitor - A Collaborative Service from ACPE and NABP

You may also search by specific learner’s ePID number or UAN to filter to a specific UAN. Be sure to select a UAN prior to hitting the search button. The results may also be exported to Excel if desired.

Appendix

CPE Monitor Error Messages

Number	Source	Error	Description/Corrective Action
102	ACPE	Invalid ePID - Must Be Numeric and At Least 4 Digits In Length.	ePID is not a number or less than 4 digits in length, provide a valid numeric ePID.
103	ACPE	Missing ePID	ePID is required and was not provided. Provide a valid numeric ePID.
104	ACPE	Invalid DOB - Must Be Numeric (MMDD)	Date of Birth is not a 4-digit, numeric value. Provide a valid, numeric, 4-digit Date of Birth (MMDD).
105	ACPE	Missing DOB	Date of Birth is required and was not provided. Provide a valid, numeric, 4-digit Date Of Birth (MMDD).
106	ACPE	Invalid UAN Number	Universal Activity Number (UAN) provided is not in the correct format. Provide a valid UAN.
107	ACPE	Missing UAN Number	Universal Activity Number (UAN) is required and was not provided. Provide a valid UAN.
108	ACPE	Invalid Date of Participation (MM/DD/YYYY). Date is in wrong format.	Date of Participation is not in the required format. Provide a valid date of participation in the correct format (MM/DD/YYYY).
109	ACPE	Missing Date Of Participation (MM/DD/YYYY)	Date of Participation is required and was not provided. Provide a valid Date Of Participation (MM/DD/YYYY).
110	ACPE	UAN Number Not Found	Universal Activity Number (UAN) provided is not defined at ACPE. Provide a valid UAN.
111	ACPE	ePID and DOB do not exist on NABP file	The ePID and DOB combination are not on file with NABP. Verify the ePID and DOB combination is correct for participant.
112	ACPE	Invalid Action Code	Action Code provided was incorrect. Only "I" for insert and "D" for delete are allowed.
113	ACPE	Missing Action Code	Action Code is required and was not provided. Provide an action code of "I" or "D".
114	ACPE	Submission date for activity is beyond 60 day submission window.	Participant records must be submitted within 60 days of participation of the CPE activity.
115	ACPE	Date of Participation is invalid for	For Live Activities, the Date of

		specified UAN.	Participation must match the Activity Live Date entered in the Provider Web Tool. For Home Activities, the Date of Participation must be between the Initial Release Date and the Expiration Date entered into the Provider Web Tool.
116	ACPE	Participant Count cannot be negative or zero.	For Non-Pharmacist Participants, the participant count must be a positive value.
117	ACPE	Participant Count must be numeric	For Non-Pharmacist Participants, the participant count must be a positive number.
118	ACPE	Participant Type must be either D (Doctor), N (Nurse), O (Other), IP (International Pharmacist), IT (International Technician).	For Non-Pharmacist Participants, the participant type must be Doctor, Nurse, Other, International (non-US licensed) Pharmacist, or International (non-US licensed) Pharmacy Technician.
800	ACPE	Duplicate Record Submitted	Duplicate record detected.
998	NABP	Invalid e-Profile ID	The ePID is not on file with NABP. Verify the ePID is correct.
999	ACPE	Fatal Error	A fatal system error has occurred.

Maintenance Window

As with any web-based software, there may be the need to periodically apply application enhancements in order to improve site functionality and features. With that being said –a process must be defined for migrating changes into the CPE Monitor test and production environments.

We plan to provide notification at least one week in advance of application changes made to any portion of the site – with the exception being emergency system changes. All changes will move into our Test Environment first and then IT Representatives of the web service enabled providers will be notified of the scope of those changes. By moving changes into the test environment first, web service enabled providers can then test their applications against that environment to ensure pre-existing integration points are not affected. If there are issues with the existing integration points, it is the provider's responsibility to notify ACPE of any issue identified with the new software release in a timely manner. If a web-service provider fails to respond in a timely manner, it will be assumed that their web service functionality has not been affected, and the software enhancements will be migrated to production by a pre-defined release date.

All changes made to our production environment will occur at non-peak operating times in order to minimize the impact on participating organizations. At this time we will be targeting Tuesday night at 11:00pm for any software installation into the Production environment. Since the maintenance date will vary, providers will be notified at least 3 days in advance of a planned application installation into the production environment.

At time of software installation, a maintenance page will be posted on the site indicating that the site is unavailable for use. During that time, users will not be able to log into the website to upload files manually.

Web service providers will not be able to submit requests during the maintenance as well. It is the provider's responsibility to ensure they have the proper error handling in place to handle and manage any error response received during the scheduled downtime.

SFTP users will be able to continue uploading files unless otherwise noted in the notification document.

Once maintenance is complete, the maintenance page will be removed and the web service functionality will be restored. Please contact cpemonitor@acpe-accredit.org if you encounter any issues with any portion of the application after the maintenance has been completed.

Please contact cpemonitor@acpe-accredit.org if you have any questions or concerns regarding the maintenance window process outlined above.

Policy 7.0 Awarding Credit

Providers are required to submit activity and participant information online via CPE Monitor® within 60 days of the date of participation. CPE Monitor®, the collaborative service from the Accreditation Council for Pharmacy Education (ACPE) and the National Association of Boards of Pharmacy (NABP), allows CPE Providers to authenticate, store, and streamline data reporting and compliance verification for participating boards of pharmacy. The CPE tracking system creates a direct link for sending CPE data from ACPE-accredited providers to ACPE and then to NABP, ensuring that all reported CPE units are officially verified by ACPE-accredited providers.

Pharmacists and pharmacy technicians may obtain a unique identification number from NABP (www.nabp.pharmacy) to be used when registering for a CPE activity from an ACPE-accredited provider. For a given Universal Activity Number, the provider will be offered a variety of mechanisms to upload each participant's NABP e-profile ID number, month and date of birth, and date of participation within 60 days of the learner engaging in the CE activity via CPE Monitor®. After CPE units are processed by ACPE and NABP, pharmacists and pharmacy technicians will be able to login to a comprehensive electronic profile to access information about their completed CPE.

Procedures

7a. Technical Specifications Guide for CPE Monitor®

The provider is asked to reference the Technical Specifications Guide to assist in the upload process for participant information.

7b. Statements of Credit for Health Care Professionals Other than Pharmacists/Pharmacy Technicians

For other health care professionals, the provider shall give evidence to each learner, in the form of a statement of credit of successful completion of the CPE activity within 60 days of participation in the CPE activity. Completed and signed statements of credit are distributed only following the completion of the activity within the time frame stated by the provider (e.g. on promotional materials). Incomplete or blank statements of credit must not be distributed.

All statements of credit must include the following informational items:

- The name of the learner;
- The title and date(s) of the activity;
- Type of activity: knowledge, application, practice;
- The appropriate target audience designation (“P” or “T”)
 - Separate statements of credit must be issued to either pharmacists or pharmacy technicians
 - If non-pharmacist attends the activity, a statement of credit with a “P” designation should be issued;
- The accredited provider sponsoring or joint providing the activity;
- The official ACPE logo;
- The amount of credit awarded;
- The assigned ACPE Universal Activity Number;
- The date the CPE Administrator signed the original statement of credit (either hand-written or electronically generated).

The provider is instructed not to use the term “certify” or “certification” on its statements of credit to prevent any confusion with certification processes.

7c. Administrative Warning

If providers do not submit activity and participant information online via CPE Monitor®, the provider will be placed on Administrative Warning, probation or an adverse action, defined as withdrawal, denial or removal of accreditation may be taken.

Administrative Warning is an accreditation status assigned administratively when a provider does not comply with administrative requirements for maintaining accreditation. If staff determines that a provider has failed to meet its administrative obligations as listed above, the provider will be notified in writing of each delinquency and given ten (10) days to fulfill all outstanding requirements, after which continued failure to comply will result in the imposition of Administrative Warning. Administrative Warning will be removed once all administrative requirements have been met. Failure to cure any such delinquency within the designated time period will result in a review for Board action at the next regularly scheduled Board meeting and may result in the provider being subjected to an adverse action.

Administrative Warning is an administrative classification and is not subject to reconsideration or appeal. During a period of Administrative Warning, a provider continues to be recognized as being accredited according to the last status decision and is maintained in the Directory listing of accredited providers. In addition, the provider will be listed as being on Administrative Warning in all published documents that specify accreditation status.

If the provider's accredited status is not restored, the education activities produced during the provider's term of accreditation will not be recognized as accredited when offered to new audiences. At such time, the provider will be notified in writing and removed from the ACPE directory of accredited providers.

7d. Awarding Late Credit

All pharmacists and pharmacy technicians maintain their own license and/or certification and it is their responsibility to follow up with the provider if any CE credit discrepancies are found. It is then at the provider's discretion to award or deny credit to a late claiming participant, i.e. after 60 days from engaging in the CPE activity, as it is the provider's CE activity and the provider needs to ensure the requirements necessary for credit are successfully completed. A provider may request access to CPE Monitor® if the activity in question occurred within the previous 6 months and with an appropriate reason for access, i.e. power outage, etc.

Providers who request access to CPE Monitor® to upload late ACPE credit will incur a late fee as follows:

- Provider's first three (3) requests: the provider will receive a waiver and will be provided with education and guidance.
- Upon the fourth request and thereafter, the provider will incur a late fee.
- If a provider requires both a retroactive ADF change in the Provider Web Tool and override to amend a credit, only the ADF change fee will be charged. The provider will not be charged twice.
- Providers will be given five (5) business days to submit late credits to CPE Monitor® to allow time to rectify credit information if needed.
- Providers will be required to fill out the CPE Monitor® Post-60 Day Credit Request Form in order to request an override:
 - Once a user submits this form, an email will be sent to the current CPE Administrator who is listed in the Provider Web Tool. Once the CPE Administrator submits the

associated fee, ACPE staff will implement this request and the provider will be notified. This request cannot be granted unless payment is received.

- This automatic form will allow for tracking of override data, managing the number of override requests given to each provider, and application of fees.
- A provider may charge a fee to participants wanting to claim late credit. This is a business decision that is entirely up to the provider to implement a fee policy for late credit. ACPE does not have a policy denying the ability to charge participants attempting to claim late credit.

CPE Monitor 60-Day Override Request Form

To request a 60-day override for late credit, please fill out the CPE Monitor 60-Day Override Request Form. This form can be found in “Actions” on the Home page.

ACPE providers who request access to CPE Monitor® to upload credit with a date of participation outside the 60-day deadline will incur a \$200 late fee as follows:

1-3 Requests: ACPE will give a warning and waive the fee and grant request

4 and more Requests: ACPE will charge a \$200 fee per override request

- Providers will be required to fill out the override request form in CPE Monitor® to request an override and fill out all fields. Once the form is submitted, the provider’s Continuing Education Administrator will receive an automatic email explaining the fee policy and a link to ACPE’s PayPal account. Upon confirmation of payment, ACPE will grant the override request and notify the provider. The override request will not be granted until payment is received.
- Providers will be given 5 business days to submit late credits to CPE Monitor® to allow time to rectify credit information as needed.
- If a provider requires both a retroactive ADF change in the Provider Web Tool and an override to amend an activity, only the ADF change fee of \$200 will be charged. The provider will **not** be charged twice.
- The 6-month hard-stop policy will still apply. Any unclaimed credit with a date of participation that is 6 months and older will **not** be eligible for an override.



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CPE Monitor Post-60 Day Credit Request Form

Provider ID: 0197
Provider Name: ACPE Test II
Requester: Test User
Requester Email:
Approximate Number of Learners: -- Select One -- ▾

Please select the best reason that applies from the drop down menu. If none of the reasons apply to your override request, please email ACPE at cpemonitor@acpe-accredit.org for further discussion.

Reason for Override: -- Select One -- ▾

Please select the UAN with the specific date for which the credit request is to be granted. Click "Add" to append to list. At least one UAN must be provided. If there are multiple dates for the same UAN, add each date separately.

UAN: ▾

UAN List

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

* Once you submit this form, an email will be sent to the current CPE Administrator who is listed in the Provider Web Tool. Once the CPE Administrator submits the associated fee, this request will be granted by ACPE staff and the Requester will be notified. This request will not be granted unless payment is received. *