



Office of Continuing Education (OCPE) Activity Announcement Guidance

May 2021

ACPE requires that each continuing education activity have an ‘announcement’ which presents information to potential participants prior to registration. Activity announcements must be sent by the Joint Provider to OCPE for review and approval prior to dissemination to potential participants.

The following are checklists for activity announcement criteria as well as sample announcements.

Live Activity Announcement Checklist

- Learning Objectives
- Type of Activity (i.e. knowledge, application, certificate)
- Target Audience(s) that may best benefit from participation in the activity
- Speaker(s) name, degree, and title/position
- Fees for the activity
- Schedule of the educational activities
- Amount of CPE credit, as contact hours or CEUs (2.0 Contact Hours or 0.2 CEU)
- The ACPE Universal Activity Number assigned to the activity
- A full description of all requirements for successful completion of the CPE activity and subsequent awarding of credit.
- Acknowledgement of any organization(s) providing financial support for any component of the educational activity
- The official ACPE logo, used in conjunction with the statement identifying the accredited provider sponsoring activity

“The University of Maryland School of Pharmacy is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education.”

- Technology requirements for any internet-based activities:
 - Hardware requirements
 - Software requirements
 - Internet
 - Provider Contact Information that the learner can reach out to if there are questions about the internet CPE activity
 - Policy on Privacy and Confidentiality

Sample Activity Title (Live Activities) ACTIVITY ANNOUNCEMENT

Date: Wednesday, April 28, 2021

Time: 5:00PM – 6:30PM

Location/Platform: Zoom

Schedule: 5 – 5:15 PM: Welcome and Introduction
5:15 – 6:15 PM: Presentation
6:15 – 6:30 PM: Closing Remarks

Presenter: Name, Credentials (e.g., PharmD)
Title (e.g., Associate Professor)
Organization (e.g., University of Maryland School of Pharmacy)

Dr. Presenter Name has indicated no relevant financial relationships

Universal Activity Number: 0025-9999-21-001-L01-P, 0025-9999-21-001-L01-T

CPE Credit: 1.0 Contact Hours (0.1 CEU)

Target Audience: Pharmacists, Pharmacy Technicians

Registration/Fees:

- Members: \$50
- Non-members: \$100

In the case of knowledge activities, this would update to “knowledge-based”

Registration link: www.place_link_here.com

Learning Objectives

At the completion of this **application-based** activity, the participant will be able to:

1. List the requirements of Activity Announcements per ACPE policy.
2. Identify the resources for accessing the information for the Activity Announcements.
3. Create an Activity Announcement for an ACPE-approved activity.



The University of Maryland School of Pharmacy is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education. This activity meets the ACPE criteria for 1.0 contact hours (0.1 CEUs) of continuing education credit. This activity is jointly provided by Organization Name. No commercial support was received for this activity.

Documentation of continuing education credit will be posted to participants' CPE Monitor account 60 days of the activity to those who successfully complete the activity. Successful completion of this activity requires participants to log into the webinar, participation in the entire activity, and complete the online activity evaluation form.

Technical requirements: <https://support.zoom.us/hc/en-us/articles/360043484511-System-requirements-for-Virtual-Background>

For questions or additional information, contact: Contact Name, Contact Email, Contact Phone (if applicable).

Multiday Conference Brochures

- Learning Objectives of the overall conference
- Target Audience(s) that may best benefit from participation in the conference
- Fees for the conference
- Schedule of the educational activities
- Amount of CPE credit, as contact hours or CEUs (2.0 Contact Hours or 0.2 CEU)
- ACPE Universal Activity Number assigned to the activities
- Full description of all requirements for successful completion of the CPE activity and subsequent awarding of credit.
- Acknowledgement of any organization(s) providing financial support for any component of the educational activity
- The official ACPE logo, used in conjunction with the statement identifying the accredited provider sponsoring activity

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The final conference program must also include:

- Speaker(s) name, degree, and title/position
- Speaker(s) disclosures
- Learning objectives of the activities
- Activity Types (i.e. knowledge, application, certificate)

Home-study Activity Announcement Checklist

- Learning Objectives
- Type of Activity (i.e. knowledge, application, certificate)
- Target Audience(s) that may best benefit from participation in the activity
- Speaker(s) name, degree, and title/position
- Fees for the activity
- Schedule of the educational activities
- Initial release and expiration dates
- Amount of CPE credit, as contact hours or CEUs (2.0 Contact Hours or 0.2 CEU)
- ACPE Universal Activity Number assigned to the activity
- Full description of all requirements for successful completion of the CPE activity and subsequent awarding of credit.
- Acknowledgement of any organization(s) providing financial support for any component of the educational activity
- The official ACPE logo, used in conjunction with the statement identifying the accredited provider sponsoring activity

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- Technology requirements for any internet-based activities:
 - Hardware requirements
 - Software requirements
 - Internet
 - Provider Contact Information that the learner can reach out to if there are questions about the internet CPE activity
 - Policy on Privacy and Confidentiality

Sample Activity Title (Home-study Activities) ACTIVITY ANNOUNCEMENT

Presenter: Name, Credentials (e.g., PharmD)
Title (e.g., Associate Professor)
Organization (e.g., University of Maryland School of Pharmacy)

Dr. Presenter Name has indicated no relevant financial relationships

Initial Release Date: April 28, 2021
Expiration Date: April 28, 2024

Universal Activity Number: 0025-9999-21-001-H01-P, 0025-9999-21-001-H01-T
CPE Credit: 1.0 Contact Hours (0.1 CEU)
Target Audience: Pharmacists, Pharmacy Technicians

In the case of knowledge activities, this would update to “knowledge-based”

Learning Objectives

At the completion of this application-based activity, the participant will be able to:

1. List the requirements of Activity Announcements per ACPE policy.
2. Identify the resources for accessing the information for the Activity Announcements.
3. Create an Activity Announcement for an ACPE-approved activity.

Schedule of educational activities

1. Module 1: Components of an Activity Announcement
2. Practice Activity
3. Module 2: Creating an Activity Announcement
4. Practice Activity
5. Post-Test



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Documentation of continuing education credit will be posted to participants' CPE Monitor account 60 days of the activity to those who successfully complete the activity. Successful completion requires the learner to complete all practice based activity components including the audiovisual presentations, post-test, and activity evaluation. Participants must receive a score of at least 70% on the post-test in order to receive credit. The post-test may be taken up to three (3) times. Learners must complete the activity evaluation in order to receive CE credit. A link to the activity evaluation will be available once a learner has successfully completed all other course segments.

Technical requirements: Unless otherwise noted in the course materials, the following are required to access online courses: A computer or mobile device with a stable internet connection; a current internet browser, such as Google Chrome, Mozilla® Firefox, or Apple®



Safari that supports the Adobe® Flash® Player; a PDF Viewer; and the ability to view and update Microsoft Word® and PowerPoint® documents.

Registration/Fees:

- Members: \$50
- Non-members: \$100

Registration link: www.place_link_here.com

Privacy and Confidentiality: The University of Maryland School of Pharmacy is committed to protecting the privacy of our learners. All enrollees are protected under The Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99) (FERPA). The UMB Policy on Confidentiality and Disclosure of Student Records can be found at: <https://www.umaryland.edu/policies-and-procedures/library/academic-affairs/policies/iii-630a.php>.

In order to submit your continuing education credit record to National Association of Boards of Pharmacy (NABP) CPE Monitor, we must collect personal information including, but not limited to, name, NABP ID, and date of birth. Additionally, Maryland-licensed pharmacists seeking a Contraceptive Prescribing credential must allow for submission of their activity completion record to the Maryland Board of Pharmacy.

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For questions or additional information, contact: Contact Name, Contact Email, Contact Phone (if applicable).