UNIVERSITY of MARYLAND
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Office of Continuing Education (OCPE) Activity Announcement Guidance

August 2022

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 information in the announcement (e.g., activity title, learning objectives, etc.) must match the ADF. The disclosure statements and provider statement will be sent with the approval documentation.

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

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Live Activity Announcement Checklist

- ☐ Activity Title
- ☐ 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
- ☐ Speaker(s) and planning committee member(s) disclosure statements
- ☐ Fees for the activity
- ☐ Schedule of the educational activities
- ☐ Activity location (in-person activities) and/or platform (virtual 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; including:
  - The internet browser(s) supporting and minimum versions of each required by the learner to complete the online activity.
  - The minimum memory, storage, processor, and internet speeds required by the learner to complete the online activity.

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For RSS Activities or activities with multiple presentations, the **activity title** and **overall objectives for the series** must be used for the activity announcement and educational materials (including slides). The activity-specific title and learning objectives may also be included.

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Sample Activity Title (Live Activities)
ACTIVITY ANNOUNCEMENT

Date: Wednesday, April 28, 2021
Time: 5:00PM – 6:30PM
Location/Platform: Platform (ex. Zoom)

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

The disclosure statement will be sent with the approval documentation.

Presenter: Name, Credentials (e.g., PharmD)
Title (e.g., Associate Professor)
Organization (e.g., University of Maryland School of Pharmacy)
Dr. Presenter Name, presenter for this activity, has no financial relationships to disclose.
None of the planners for this activity have financial relationships to disclose.

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

Registration link: www.place_link_here.com

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

The provider statement will be sent with the approval documentation.

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 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 within 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.

Zoom Technical Requirements:

- https://support.zoom.us/hc/en-us/articles/201362023-Zoom-system-requirements-Windows-macOS-Linux
- Supported Browsers: Windows: Edge 12+, Firefox 27+, Chrome 30+; macOS: Safari 7+, Firefox 27+, Chrome 30+; Linux: Firefox 27+, Chrome 30+
- Minimum Processor Required: Single-core 1Ghz or higher (Recommended: Dual-core 2Ghz or higher (Intel i3/i5/i7 or AMD equivalent))

- Minimum RAM: N/A (Recommended: 4Gb)

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

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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) and planning committee disclosure statement(s)
- ☐ Learning objectives of the activities
- ☐ Activity Types (i.e., knowledge, application, certificate)

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Home-study Activity Announcement Checklist

- ☐ Activity Title
- ☐ 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
- ☐ Speaker(s) and planning committee member(s) disclosure statements
- ☐ 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

  "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; including:
  - The internet browser(s) supporting and minimum versions of each required by the learner to complete the online activity.
  - The minimum memory, storage, processor, and internet speeds required by the learner to complete the online activity.

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Sample Activity Title (Home-study Activities)
ACTIVITY ANNOUNCEMENT

The disclosure statement will be sent with the approval documentation.

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

Dr. Presenter Name, presenter for this activity, has no financial relationships to disclose. None of the planners for this activity have financial relationships to disclose.

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

The provider statement will be sent with the approval documentation.

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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. A link to the activity evaluation will be available once a learner has successfully completed all other course segments.

Online Platform Requirements:

- Supported Browsers: Windows: Edge 12+, Firefox 27+, Chrome 30+; macOS: Safari 7+, Firefox 27+, Chrome 30+; Linux: Firefox 27+, Chrome 30+
- Minimum Processor Required: Single-core 1Ghz or higher (Recommended: Dual-core 2Ghz or higher (Intel i3/i5/i7 or AMD equivalent))
- Minimum RAM: N/A (Recommended: 4Gb)

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Registration/Fees:

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

Registration link: www.place_link_here.com

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

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Save the Date Announcements

The activity announcement checklist does not apply to the Save the Date materials. Save the Date announcements may not include any language alluding to or indicating that the activity has applied for ACPE credit.

The provider statement (with ACPE logo) may be used with the following statement.

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 is eligible for ACPE credit; see the final activity announcement for specific details.