

## APPENDIX 1

### APPLICATION FOR CONTINUING EDUCATION CREDIT

The NYSCHP is an approved provider of ACPE credit for continuing pharmaceutical education. As an approved provider the NYSCHP can work with others for the development, distribution, and presentation of educational programs. The process of becoming an ACPE provider is very complicated. It requires extensive record keeping and planning in order to maintain provider status, ensure quality, and receive credit for programs. Generally the planning process for any ACPE accredited program should include:

1. Educational Goals and Objectives,
2. The type of educational experience to offer to achieve the goals and objectives needs to be identified,
3. A format for these experiences,
4. Evaluation to assess effectiveness of the educational experience,
5. Changes to goals and objectives, format, etc. based on input from evaluations or changes in needs.

Not all programs are eligible for ACPE credit, even if appropriate planning and documentation occurs. The program must address topics and subjects pertinent to contemporary pharmacy practice.

#### Use of ACPE Provider Status by Local Chapters

Most local chapters have determined that becoming an ACPE provider in their own right is beyond the scope of possibility, due to the amount of record keeping and planning necessary, as well as the expense involved in maintaining provider status. Since NYSCHP maintains ACPE provider status, it is not necessary for a local chapter to have its own provider status. One of the benefits of being a local chapter associated with NYSCHP is approval of CE meetings utilizing the provider status of NYSCHP.

If a local chapter wants to obtain ACPE credit it must have a process for planning programs in advance. Particulars of the planning process are detailed below.

1. A Needs Assessment must be done to assess the educational needs of the local membership. Example of ways to determine needs are:
  - a. *Periodic Survey of the Membership* - The survey can be as simple as a blanket question at the bottom of an evaluation form asking for ideas for future programs or as complicated as a full survey mailed to the membership. Doing both would be the most desirable.
  - b. *Program Planning Committee* - This committee should meet periodically to discuss the educational needs of the local membership. This committee may be aware of changing practice standards, legal issues, etc. of which the average local member is not aware. Members of the committee need to analyze literature and trends and review practice habits to see what areas require strengthening. Documentation of the planning process will assist with quality assurance.
  - c. *The NYSCHP Needs Assessment* - This is developed every year by the Continuing Competency Committee (CCC) of the NYSCHP using the methods described in above. The local chapters may use this needs assessment for deciding what programs are needed locally. It is also important to assess the needs of those meeting attendees that are not members of NYSCHP. The NYSCHP Needs Assessment invites both members and non-members to complete the needs assessment.
2. Written educational goals and objectives are needed as well as learning objectives that are measurable and serve as a basis for evaluation of the program. A specific verb list must be used when writing your program objective.
3. The ACPE form must be completed and forwarded to the NYSCHP Headquarters. Initiation of this form must occur 8 weeks prior to the program. The specific information needed is listed in detail on the form. Please read this form thoroughly prior to planning your program.

4. A Program description draft must be included with the ACPE form. The program description must include the following information:
  - a. Educational goals and learning objectives,
  - b. Nature of the targeted audience; those that will benefit most from the program,
  - c. Speaker with credentials, including CV or resume,
  - d. Statement of fee for program with refund information; statement of “no fee: if applicable,
  - e. Schedule of activities with educational activities listed separately from non-educational,
  - f. Amount of CEU’s earned for attending,
  - g. The official ACPE logo next to the following statement “The NYSCHP is approved by the Accreditation Council for Pharmaceutical Education as a provider of continuing pharmaceutical education”,
  - h. ACPE number assigned to the program,
  - I. Description of requirements that must be met to obtain CE credit.
  - II. Acknowledgement of industry sponsorship, if applicable.
5. Verification of competency of the speaker providing the education is required. This is done by obtaining and reviewing a CV or resume from the speaker and through evaluation of the program by attendees.
6. Supplemental handouts need to be reviewed for appropriateness to the educational program.
7. Evidence of attendance in the form of a certificate and sign in sheet if necessary to verify attendance at the program.
8. Facilities must be adequate for size of the audience and appropriate for the program planned.
9. Evaluations must be completed for all programs where ACPE credit is provided. The evaluation forms assess whether the learning objectives have been met. Evaluation forms will be provided by the NYSCHP office once the program has received ACPE approval.
10. Program coordinator must assure that the speaker addresses the audience for the intended period of time. If 1 contact hour is listed in the program announcement as the amount of continuing pharmaceutical education credit then the program must last for a minimum of 50 minutes.

Most of the record keeping for the ACPE process is done by the NYSCHP. The local chapter should keep backup records as specified on the ACPE form for future reference. Records are reviewed periodically by representatives from the American Council on Pharmaceutical Education to determine the quality of the programs for which the provider has given ACPE credit.

Detailed questions concerning obtaining ACPE credit for local programs can be answered by your local CCC representatives or the NYSCHP Director of Educational Services.

*Some of the information provided in this section was extracted from the section on Criteria for Quality and Interpretive Guidelines contained in the ACPE Continuing Education Provider Approval Program packet and an article titled Designing Educational Programs: A Practical Approach, by Michael E. Gallery, PhD.*

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