Office of Continuing Education (OCPE) Activity Announcement Checklist

Updated May 2024

This document includes a comprehensive list of items that must appear in an Activity Announcement. It includes sample announcements.

Activity Announcement Checklist (Live Activity)

☐ Activity Title

☐ Activity location (in-person activities) and/or platform (virtual activities)

☐ Schedule for activity

☐ Fees for the activity

☐ 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

☐ Activity Type (i.e., knowledge, application, certificate)

☐ Learning Objectives

☐ 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 (if applicable).

☐ The official ACPE logo, used in conjunction with the statement identifying the accredited provider sponsoring the 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:
   o The internet browser(s) supporting and minimum versions of each required by the learner to complete the online activity.
   o The minimum memory, storage, processor, and internet speeds required by the learner to complete the online activity.

Sample ACTIVITY ANNOUNCEMENT (Live Activities)

Activity Title

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

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

Registration/Fees:
- Members: $50
- Non-members: $100
              Registration link: www.place_link_here.com

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

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

Target Audience: (Pharmacists, Pharmacy Technicians)

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

CPE Credit: 1.0 Contact Hours (0.1 CEU)

Activity Type: (knowledge, application)

Learning Objectives
At the completion of this 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.

Commercial support for this activity was provided by Organization name (statement only needed if applicable).

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**.

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Successful completion of this activity requires participants to log into the webinar or attend the activity; participate in the entire activity and complete the online activity evaluation by the deadline provided.

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.

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+, Linux
- Minimum Processor Required: Single-core 1Ghz or higher (Recommended: Dual-core 2Ghz or higher (Intel i3/i5/i7 or AMD equivalent))
- Minimum RAM: Recommended: 4Gb

Multiday Conference Brochures

☐ Learning Objectives of the overall conference

☐ Schedule of the educational activities

☐ Fees for the conference

☐ Target Audience(s) that may best benefit from participation in the conference

☐ 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 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 (if applicable)

☐ The official ACPE logo, used in conjunction with the statement below 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)

☐ Activity Types (i.e., knowledge, application, certificate)

☐ Learning objectives for each CE activity

Home-study Activity Announcement Checklist

☐ Activity Title

☐ Initial release and expiration dates

☐ Schedule of the educational activities

☐ Fees for the activity

☐ 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

☐ Type of Activity (i.e., knowledge, application, certificate)

☐ Learning Objectives

☐ 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 (if applicable).

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

Sample ACTIVITY ANNOUNCEMENT (Home Study activities)

Activity Title

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

Registration/Fees:
- Members: $50
- Non-members: $100

Registration link: www.place_link_here.com

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

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

Target Audience: (Pharmacists, Pharmacy Technicians)

Universal Activity Number: 0025-9999-21-001-H01-P, 0025-9999-21-001-H01-T

CPE Credit: 1.0 Contact Hours (0.1 CEU)

Activity type: (knowledge, application)

Learning Objectives
At the completion of this 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

Commercial support for this activity was provided by Organization name (statement only needed if applicable).

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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.

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.

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

Save the Date Announcements

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

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.