



**ACPE Policy and Procedure 4.0  
Monitoring Activity Announcements  
Checklist 2019 EAHP Congress**

<b>Activity Announcements Required Items</b>	<b>CPE Activity A</b>
<b>A. Objectives: verbs must elicit or describe observable or measurable behaviours on the part of participants. (Avoid “understand”, “learn”, etc.)*</b>	X
<b>B. Type of activity, i.e. knowledge, application, practice*</b>	X
<b>C. Target audience(s) that may best benefit from participation in the activity</b>	X
<b>D. Faculty member(s) name, degree, and title/position*</b>	X
<b>E. Fees for the activity</b>	X
<b>F. Schedule of the educational activities</b>	X
<b>G. The amount of CPE credit, specified in contact hours or CEUs</b>	X
<b>H. The official ACPE logo, used in conjunction with the statements identifying the accredited provider sponsoring the activity:</b> <ul style="list-style-type: none"><li>• “The [name of accredited provider] is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education.”</li><li>• (Optional: listing the ACPE – accredited or non-accredited co-sponsor – if applicable)</li></ul>	X
<b>I. The ACPE Universal Activity Number assigned to the activity</b>	X
<b>J. The appropriate target audience designation (‘P’ and/or ‘T’) in the activity UAN</b>	X
<b>K. A full description of all requirements established by the provider for successful completion of the CPE activity and subsequent awarding of credit.</b> <ul style="list-style-type: none"><li>• (e.g., passing a post-test at specified proficiency level, completing an activity evaluation form, participating in all sessions or certain combinations of sessions that have been designed as a track, etc.).</li></ul>	X
<b>L. Acknowledgements of any organization(s) providing financial support for any component of the educational activity</b>	X
<b>M. For home study activities: the initial release date and the expiration date</b>	N/A