Pharmacy Society of Wisconsin

# CONTINUOUS PROFESSIONAL DEVELOPMENT FOR RECERTIFICATION

## A Documentation & Recordkeeping Toolkit for Pharmacy Professionals



**SUPPORTED BY**

PSW Health-System Pharmacy Advisory Committee (HPAC)

November 2026

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This toolkit is intended to assist pharmacy professionals in understanding the documentation and recordkeeping requirements associated with Continuous Professional Development (CPD) for professional recertification. Every attempt has been made to verify the accuracy of the information contained herein; however, organization specific requirements, policies, and procedures are subject to change. This information is not a substitute for professional judgment or official guidance. Pharmacists should consult current policies and resources to ensure compliance with applicable recertification requirements. Use of this information indicates acknowledgment that neither PSW nor its contributing authors will be responsible for any loss or injury sustained in connection with or as a result of using this information. PSW is under no obligation to update the information contained herein.


## ACKNOWLEDGEMENTS

The authors would like to express their appreciation for the time and collaboration provided by the following individuals:

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# INTRODUCTION

The Pharmacy Society of Wisconsin (PSW) supports pharmacy professionals in advancing patient care, strengthening practice, and maintaining professional excellence. This toolkit was developed to help pharmacists better understand the documentation, collection, and recordkeeping expectations associated with recertification activities involving Continuous Professional Development (CPD).

This resource is not intended to define CPD, teach pharmacists how to develop a personal professional development plan, or replace official guidance from credentialing bodies or organizations. Rather, this toolkit focuses specifically on the operational aspects of CPD participation, including tracking activities, maintaining supporting documentation, organizing records, understanding annual requirements, and preparing for possible audit or recertification review.

Pharmacists are encouraged to review all official guidance and policies directly through related recertification materials.

This toolkit incorporates operational information summarized from the PSW members who hold specialty certification and publicly available guidance.

## UNDERSTANDING THE PURPOSE OF THIS TOOLKIT

### What This Toolkit IS

This toolkit is intended to help pharmacists:

- Organize CPD documentation
- Understand annual operational requirements
- Maintain records needed for recertification
- Prepare documentation for electronic portal submission
- Reduce risk of missing required documentation or deadlines
- Develop sustainable recordkeeping habits across the 7-year recertification cycle

### What This Toolkit Is NOT

This toolkit is not intended to:

- Replace official policies or guidance
- Define CPD theory or philosophy
- Teach pharmacists how to create individualized professional development plans
- Provide legal or accreditation advice
- Guarantee recertification approval

# WHO THESE REQUIREMENTS APPLY TO

These requirements may apply to pharmacists pursuing:

- Recertification by examination
- Recertification through professional development programs utilizing CPD activities

Pharmacists certified before this transition will enter CPD requirements at the start of their next recertification cycle.

## Recertification Pathways and the Role of CPD

**Recertification by Examination**
Pharmacists recertifying by examination must:

- Pass the recertification examination
- Self-report 20 CPD units during the 7-year cycle

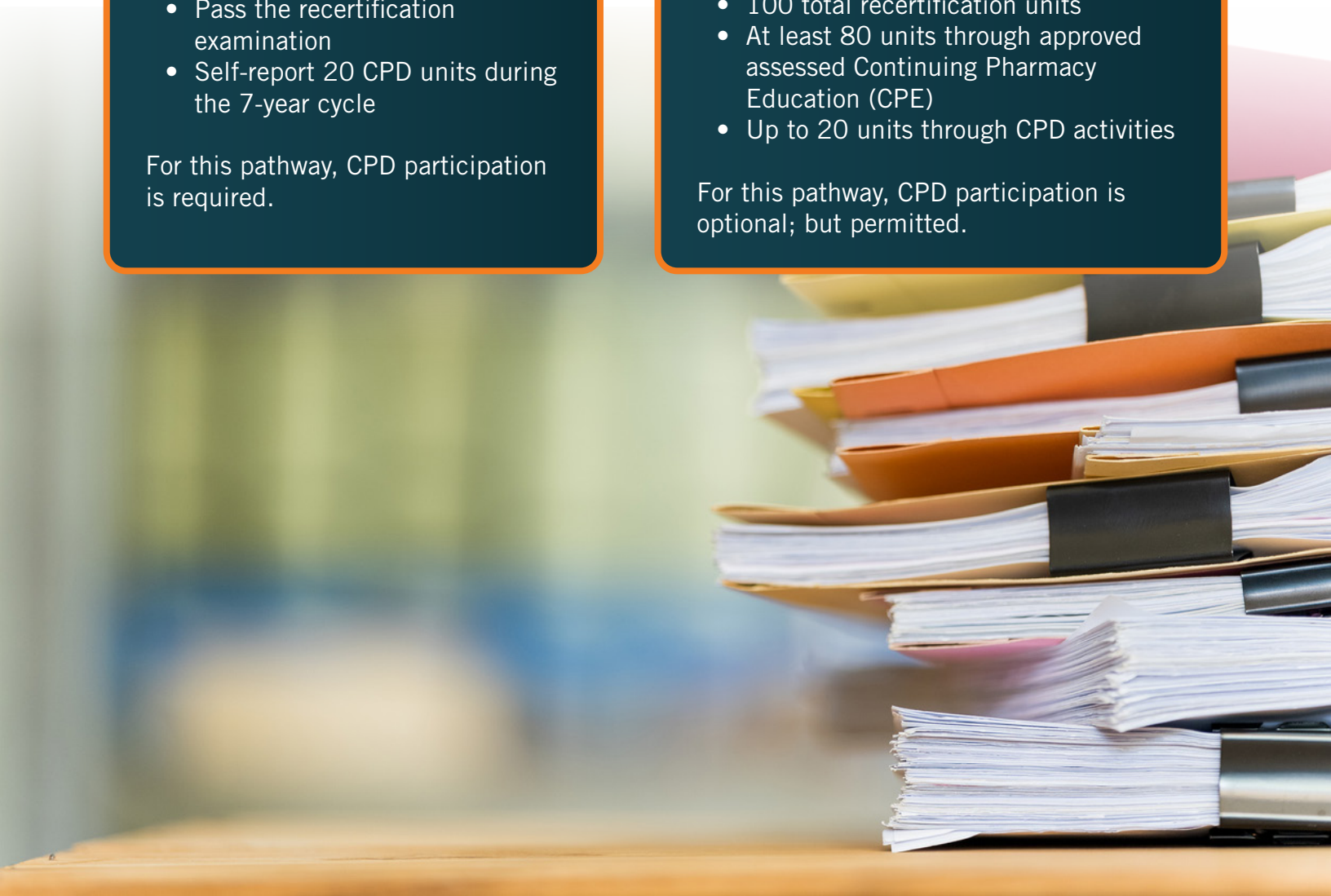
For this pathway, CPD participation is required.

## Recertification Through Professional Development Programs

Pharmacists utilizing approved professional development programs must complete:

- 100 total recertification units
- At least 80 units through approved assessed Continuing Pharmacy Education (CPE)
- Up to 20 units through CPD activities

For this pathway, CPD participation is optional; but permitted.



# ANNUAL REQUIREMENTS AT A GLANCE

## Every Year of the Recertification Cycle

Pharmacists should ensure they:

- Maintain an active account
- Pay the annual maintenance fee
- Complete at least 2 recertification units
- Submit an Annual Reflection & Plan (ARP) if utilizing CPD activities
- Maintain documentation supporting all submitted activities

*A minimum of 2 units must be completed every year, even if additional units are completed during other years of the cycle.* ***Units do not roll over into future cycles.***

## Common Errors and Pitfalls – Don't Let this Happen to YOU!

These issues may create challenges during recertification review or audit.

- 7 — Waiting until Year 7 to organize documentation
- Missing annual minimum unit requirements
- Forgetting to submit the Annual Reflection & Plan (ARP)
- Uploading incomplete or insufficient documentation
- Incorrectly mapping activities to BPS Content Outline Domains
- Assuming excess units carry forward into future cycles

# KEY COMPONENTS OF MAINTAINING ANNUAL REQUIREMENTS

## Background: What is Continuing Professional Development (CPD)

CPD is a self directed, ongoing, systematic process through which learners:

- Identify learning and professional development needs
- Plan learning activities
- Engage in learning experiences
- Evaluate the impact of learning on professional practice




CPD emphasizes application to practice, not simply participation in education. Continuing education is typically a component of CPD. CPD follows a cycle with six components: *Reflect, Plan, Learn, Evaluate, Apply, and Record/Review.*

## Start By: Understanding the Annual Reflection & Plan (ARP)

The ARP should serve as an organizational anchor for the pharmacist's yearly professional development planning.

### THE ARP IS INTENDED TO DOCUMENT

- **Learning needs**
- **Planned professional development activities**
- **Alignment to content outline domains**

### KEY OPERATIONAL CONSIDERATIONS

- One ARP is submitted to certification board annually
- The ARP is submitted separately from individual CPD activities
- The ARP submission should look back over the past year
- The ARP does not need to list every planned activity
- ARPs may be broad or highly focused
- One ARP may support multiple CPD activities

# WHAT COUNTS AS A CPD ACTIVITY?

| Potential CPD Activity Category | Examples May Include | Suggested Documentation | Important Notes |
|---|---|---|---|
| **Continuing Pharmacy Education (CPE) & CPD Portfolios** | • Assessed CPE<br>• Structured CPD portfolios | • Certificates of completion<br>• Portfolio documentation | Activities should align with applicable Content Outline Domains. |
| **Academic, Professional, and Interprofessional Study** | • Graduate coursework<br>• Accredited/approved certifications<br>• Accredited continuing education for other professions | • Transcripts<br>• Certificates<br>• Verification documents | Activities should support professional development and specialty practice relevance. |
| **Teaching and Precepting** | • Delivering educational content<br>• Precepting students or residents | • Syllabi<br>• Schedules<br>• Evaluations<br>• Attestation letters | The pharmacist does not necessarily need to be the primary preceptor to claim eligible activities. |
| **Scholarly Activities** | • Publications<br>• Book chapters<br>• Research participation<br>• Capstone or thesis work | • Publication citations<br>• IRB documentation<br>• Attestation letters | Annual and cycle category caps may apply. |
| **Workplace Activities** | • Quality improvement projects<br>• Medication use evaluations<br>• Committee participation<br>• In-service education | • Project summaries<br>• Meeting records<br>• Management attestations | Documentation should demonstrate scope of participation and relevance to practice. |
| **Leadership and Professional Service** | • Professional association leadership<br>• Healthcare committee participation<br>• Organizational board service | • Appointment letters<br>• Meeting rosters<br>• Organizational publications | Leadership activities should align with applicable domains and professional practice impact. |

## Confirm Understanding of CPD Units

One CPD unit is generally approximately equal to one hour of professional development activity

- However, pharmacists should always verify category-specific conversion guidance
- Also note that certain categories contain annual or cycle maximums
- Use caution, different activity types may have different unit calculations

Pharmacists should review current certification body activity conversion charts before claiming units.

# DOCUMENTATION & RECORDKEEPING ESSENTIALS

**Required Documentation:** Ensure the activity documentation clearly shows the activity name, date, and completion status.

Strong documentation practices can significantly reduce stress during recertification and potential audit review. Take a few moments after completing a CPD-eligible activity to carefully store that information for upload to the certification body's electronic record-keeping portal. Maintain documentation throughout the recertification cycle and any additional period required by the certifying organization.

## Recommended Best Practices

PSW encourages pharmacists to:

- Save documentation as soon as you complete each activity
- Keep both cloud-based and local copies whenever possible
- Organize records by recertification year and use a consistent file naming convention
- Keep proof of participation and record each activity's date and duration
- Map each activity to the applicable activity type domains when you complete it
- Keep signed and dated attestation letters

### EVIDENCE SHOULD DEMONSTRATE

- **Completion**
- **Scope of participation**
- **Dates and duration**
- **Relevance to professional practice**

When formal documentation is unavailable, attestation letters may be acceptable. Electronic signatures do not necessarily need to be certified signatures.

# KEEPING TRACK



## Keeping Track of your CPD Activities Throughout the Year

**Suggested Folder Structure**

Certification bodies may offer a recertification checklist. Query the organization website for more information. Maintaining annual folders may help pharmacists:

- Prepare for audits
- Simplify annual submissions
- Reduce missing documentation
- Improve long-term organization

**EXAMPLE:** A possible organizational structure to maintain documentation of CPD activities and actions during a calendar year.

### Year 1 Focus Area

**Pediatrics**

- **Annual Reflection & Plan** - Summary that includes introductory action-based activities focused on enhancing knowledge and practice acumen related to the care, treatment, and support of infants and adolescents.
- **CPE Certificates** - ACPE Certificate of Completion for approved CPE education in pediatric areas
- **Committee Service** – Membership charter or letter from chair outlining membership on pediatric or other pediatric supportive committees (organization or association)
- **Workplace Projects** – Attestation Letter of support from leader/manager/director outlining and attesting to work completed (consider inclusion of time related to the project)

### Year 2 Focus Area

**Advanced Pediatrics**

- **Annual Reflection & Plan** - Summary that includes next level and more advanced action-based activities which focus on application of knowledge and practice acumen related to the care, treatment and support of infants and adolescents.
- **CPE Certificates** - ACPE Certificate of Completion of approved CPE education in pediatric areas (perhaps application based)
- **Leadership Activities** - Membership charter or letter from chair outlining membership on pediatric or other pediatric supportive committees (organization or association)
- **Teaching Activities** - Attestation Letter of support from accrediting body outlining and attesting to teaching activities completed
- **Publications** - Example of the publication can be included
- **Quality Improvement Projects** - Attestation Letter of support from leader/manager/director outlining and attesting to work completed (consider inclusion of time related to the project)

# SUGGESTED FILE NAMING CONVENTIONS

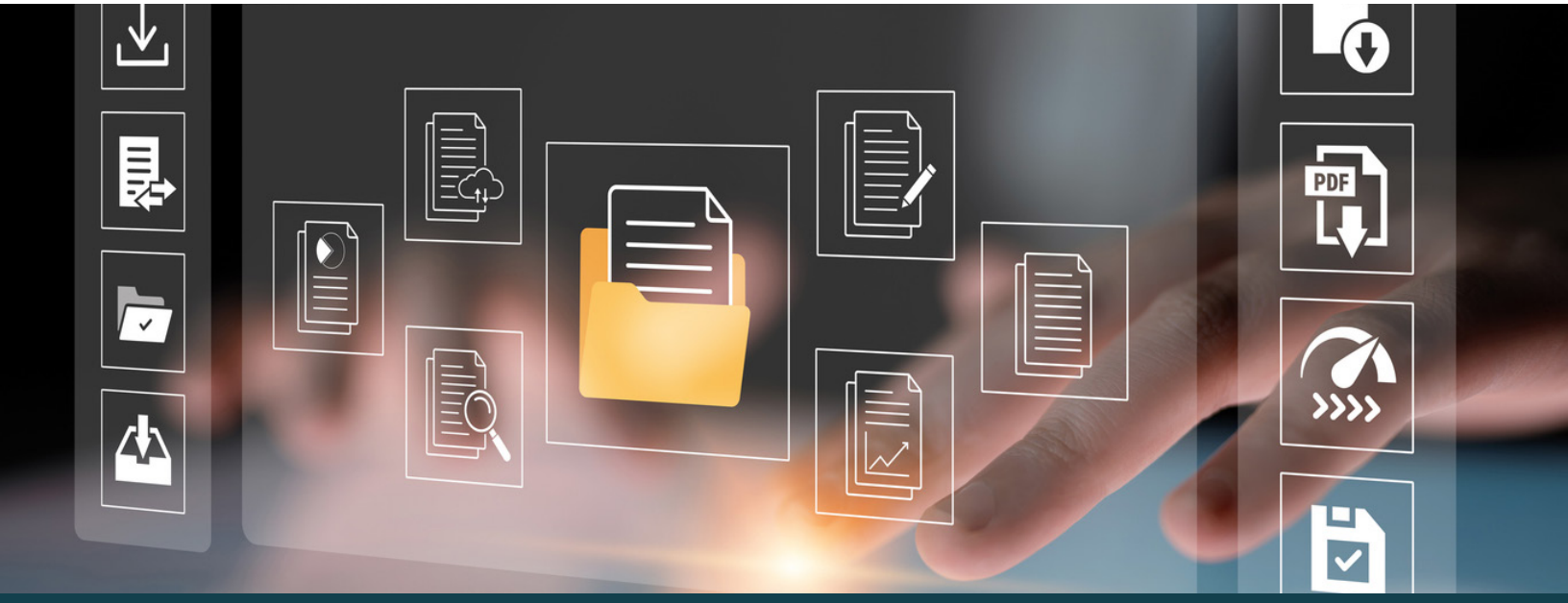
## Suggested File Naming Conventions

Consistent naming conventions can improve document retrieval and audit readiness.

Examples:

- 2026_ARP.pdf
- 2026_Precepting_APPE_Student_Attestation.pdf
- 2026_MUE_Project_Summary.pdf
- 2026_CPE_OncologyCertificate.pdf

| Documentation Tracking Worksheet Example | Date | Category | Activity Domain | Units | Documentation Saved/Where | Uploaded |
|---|---|---|---|---|---|---|
| **Example:** Resident Precepting | 4/15/26 | Teaching | Professional Practice | 2 | Yes/CPD26 | Yes |
| **Example:** Medication Safety Committee | 6/1/26 | Workplace Activity | Quality Improvement | 1 | Yes/CPD26 | No |




**PSW recommends maintaining a running tracking document throughout the year rather than reconstructing activities at the end of the cycle.**

# PORTAL SUBMISSION

## Electronic Submission: Access the Portal!

All CPD activities must be self-reported unless auto-reported by approved assessed CPE providers (specific to CE activities only).

**FOR EACH CPD ACTIVITY**

- Select the appropriate activity category
- Identify the applicable Activity Type Domain
- Upload supporting documentation
- Complete the Evaluate section describing impact on practice
- Verify accuracy before submission

## Before You Click Submit

Consider asking:

- Does my documentation clearly support participation?
- Is the selected activity domain appropriate?
- Are the claimed units accurate?
- Is the documentation complete and readable?
- Have I retained a backup copy?



Certifying organizations will conduct random, statistically significant audits to ensure activities are appropriate and aligned with the relevant specialty content outline. Self-reported CPD activities or Annual Reflection and Plan (ARP)s will not be reviewed one-by-one by the organization. If your record is audited and requires attention, certifying organizational staff will contact you via email and assist with next steps. Maintain documentation throughout the recertification cycle and any additional period required by the certifying organization.

# AUDIT READINESS & CLOSING NOTES

## Audit Readiness

Certifying organizations may audit CPD records and documentation. Strong organization, clear documentation and recordkeeping, and a strong plan throughout the cycle can help reduce administrative burden during audit review, should this occur.

Pharmacists are encouraged to routinely monitor electronic record-keeping databases and accounts and all certifying organization communications.

## Closing

PSW recognizes that maintaining specialty certification represents a meaningful commitment to lifelong learning, professional accountability, and patient care excellence. As pharmacy practice continues to evolve, PSW remains committed to supporting pharmacists with practical tools, educational opportunities, and professional resources that help simplify complex processes and strengthen professional practice across Wisconsin communities.

**As you provide documentation and include your evaluation summary, keep in mind:**

- Submissions may be audited
- Documentation quality matters
- Professional judgment is expected
- Attestation letters may be acceptable when formal documentation is unavailable

## SUMMARY AND KEY TAKEAWAYS

- CPD operational requirements are ongoing, and should not just be end-of-cycle activities
- Documentation quality and organization matter
- Annual compliance requirements must be met consistently
- Plan ahead - activities should align to appropriate activity domains
- Early organization may significantly reduce future stress
- CPD participation should support meaningful professional growth and practice advancement