



## **.Pharmacy Application CPE Provider Facility Upload Instructions**

For all company-owned facilities (office locations) where your organization engages in continuing pharmacy education (CPE)-related services for the websites being evaluated, the applicant shall provide a complete list of facilities including the facility name, address, license number, and director/administrator information.

### **Steps to Complete and Upload Facility .csv File**

- 1. Download the CPE Facility Upload Template (Facility .csv file)** by clicking on the link “CPE Facility Upload Template.csv” and saving it to your computer.
  - a. You may rename the file or leave it as “CPE Facility Upload Template.csv.”
  - b. You may not rename the file extension. It must remain .csv.
- 2. Complete the Facility .csv file**
  - a. The Facility\_Owner field in the Facility .csv file must match the name of the company(ies) previously added on the Company Information pages of the application character for character.
  - b. If the Facility\_Owner field name does not match, you will receive an error message when you select “Verify File.”
  - c. Other Facility .csv file fields to note:
    - i. An accreditation or license is requested for each facility, if applicable.
    - ii. Facility\_Licensing\_Agency field is the governmental department regulating the company’s licensure permitting it to provide services where the facility is physically located.
    - iii. For the purposes of the Facility .csv file, licensure is defined as the applicable regulatory device permitting you to provide CPE services and also refers to registration, accreditation, or certification.
    - iv. If the same license number applies for multiple facilities, please list this license number for each facility.
    - v. The Facility .csv file provides the option to include director/administrator information.
      1. The applicable column headers for this information begin with the word “Director” (eg, Director\_Legal\_Name, Director\_License\_Number).
      2. The Director address field should be the individual’s home address.
      3. If the facility Director does not have an NABP e-Profile ID, please disregard this field.
      4. If the facility Director does not hold a professional license, please disregard this field.
- 3. Select the completed Facility .csv file** by clicking the “Select File” button. This will begin the upload process.
  - a. You may only upload the Facility .csv template file as no other files are supported.
  - b. You will receive an error message if you attempt to upload anything other than the Facility .csv template file.
- 4. Verify the completed Facility .csv file** by selecting the “Verify File” button.
  - a. If the file properly references the Facility\_Owner field information, it will be

verified and is ready for uploading.

- b. If the file does not include matching Facility\_Owner field information (see instructions above), you will receive an error message.
5. **Upload and save the completed Facility .csv file** by clicking the “Upload File” button.
- a. You may review the file by clicking on the file name.
  - b. To continue with the application, click “Next.”

### **Additional Instructions**

- Only one Facility .csv template file for all facilities may be uploaded.
- In the event that you have more than one company that owns facilities, please check to make sure that the Facility\_Owner field includes all those companies that own facilities.
- If you upload a new file, this file will replace the currently uploaded file as the application will only accept one Facility .csv file on the Upload Facility page.
- To delete the currently uploaded file, select the “x” to the left of the file name.
- After uploading the file you may view it by clicking on the file name.