

# Pharma Continuing Education

## USER REFERENCE GUIDE

### APPLICANTS

VERSION 7.5

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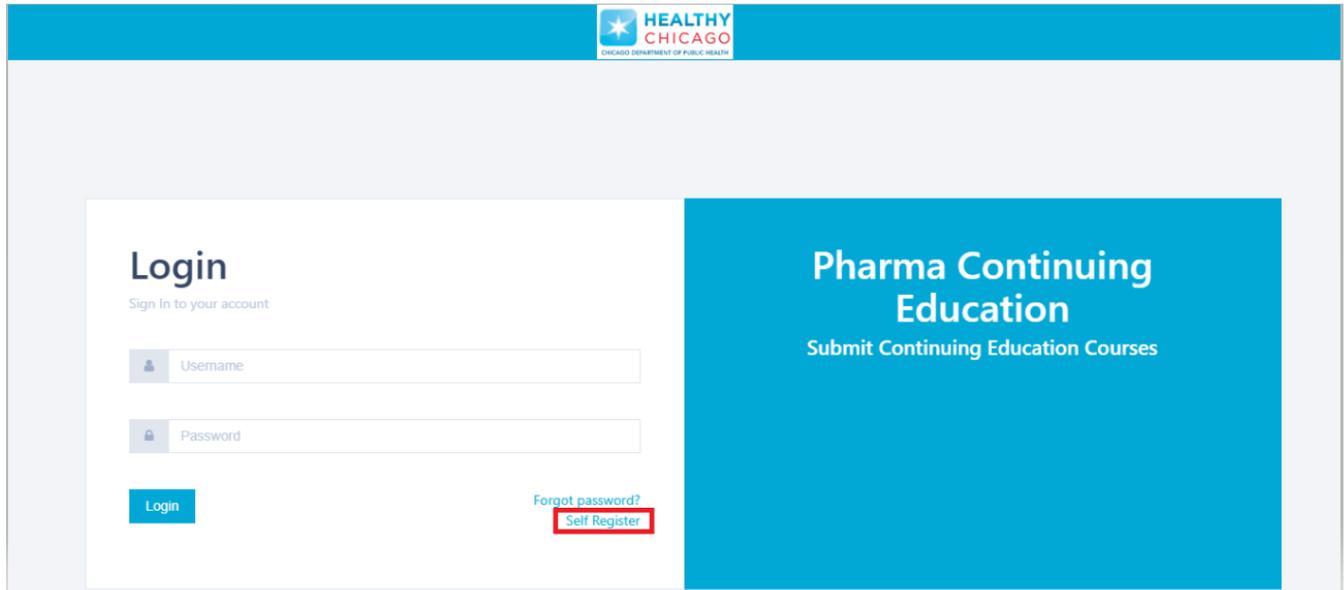
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# Signing into Applicant Tracker

## Self Registration

Please visit: <https://bit.ly/2VuHXEu>



Navigate to the Applicant Tracker home page on your computer, tablet, or mobile device to sign in.

- Click on **Self Register**
- Enter all fields that have a red asterisk in order to successfully create an account.
- Click the **Create** button
- A notification will then appear that the account is being reviewed. The administrators will then need to review and either approve or reject the account.
- Once approved by the administrator an email notification will be triggered back to you to verify the account.
- After account confirmation, you can navigate to the Applicant Tracker site and enter your Username and Password to successfully login.

## Create an account

[← Back to Login](#)

Email *	<input type="text"/>
Password *	<input type="password"/>
Confirm password *	<input type="password"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Job Title *	<input type="text"/>
Phone Number *	<input type="text"/>
Educational Provider Organization Name *	<input type="text"/>

Create

Your account is being reviewed. Please check your email for further instructions.

[Return to Login](#)

## Confirm Your CDPH Pharmaceutical Representative Education Account



CDPH Pharmaceutical Representative Education Administration <no-reply@immuware.com>  
To: azakhodin+91@immuware.com



Thu 3:22 PM

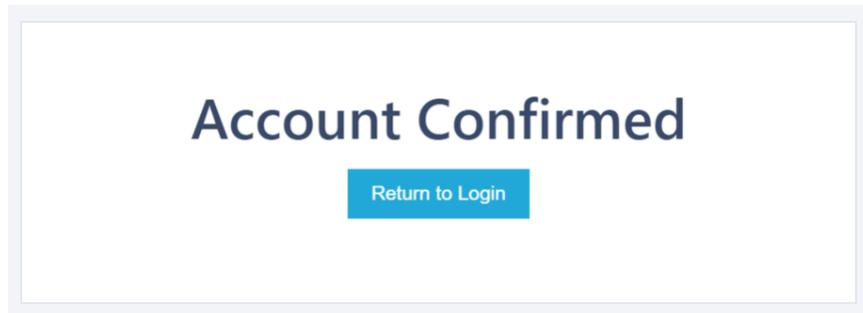
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear Test AZ,

Please confirm your CDPH Pharmaceutical Representative Education account by clicking this [link](#).

Thank you,

CDPH Pharmaceutical Representative Education Team



## Forgot Password

If you forget your password, you can reset it from the Applicant Tracker login page.

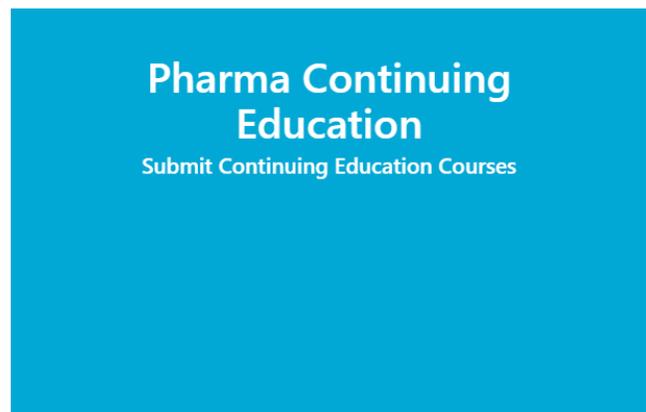
- Click the **Forgot Password** link.
- On the Forgot Password page, enter your Applicant Tracker username.
- Click the **Email Link** button.
- You will receive an email with instructions for resetting your password (the link to reset does expire 24 hours from the time received).
- If you continue to experience login issues, contact your organization's point of contact.

## Login

Sign In to your account

Login

Forgot password?  
Self Register



## Changing Your Password

If you know your current password and would like to change it, you can change it from your Applicant Tracker user tools.

- Log into your Applicant Tracker account using the steps shown above.
- Click on the **Gears icon** in the upper right corner of your screen to access your user tools.
- Select **Change Your Password** near the bottom of the dropdown menu.
- Enter your current password and your new password.
- Click the **Change Password** button to complete the password change.

## Personnel Details

### My Profile

Application #22 (Test 4) has been appealed with comments: ✕

**John Doe**  
APPLICANTS

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**Step 1: Application:**

Select Existing Application OR Start New Application

Test 4 - Pharmaceutical Co

Name Your Course

**16** Active

**Facility:** CDPH  
**Educational Provider Organization Name:** Chicago School  
**Job Title:** Teacher  
**Personnel Type:** Applicants  
**Email:** zakhodin715@gmail.com  
**Hire Date:** 8/6/2019

The My Profile page shows a variety of information including:

- Basic information about your account as provided on the self-registration form. The number '29' in the screenshot above is the **Personnel ID** that is system generated. This number is assigned to you once a CDPH administrator has approved your self-registration. You can reference this number should CDPH administrators ever need to quickly access your profile.
- Their ratio of Compliant records to Not Compliant records that are required to be completed. This information is represented numerically and graphically as a pie chart, where green wedges represent Compliant records and red wedges represent Not Compliant records.
- **Step 1: Application** allows you to Start and Name a new Application or select an existing Application to view details.
- The **Existing Application** section shows all the applications that have been created. In order to view the records that coincide with a specific application, you can simply click anywhere within the application row and it will populate all the records associated with that application.
- The **Record History** section shows an overview of all records submitted and is grouped by record type. Click on any record to open the Record Details page to see more information.
- Use the **Show Historical Records** toggle to show or hide expired records. Setting the toggle to the "on" position shows all records, including those that have expired. The toggle button is automated to be "on" within site.
- You can **Print Record History** to print only the record history section view.

## Existing Application

Id	Course	Application Type	Application State	Application State Comment	Date Created	Date Submitted	Date Approved	Application Expiration Date	Action
19	Practice Test	Pharmaceutical Continuing Education	Completed		8/5/2019	8/5/2019	8/5/2019	8/31/2019	
20	Practice Test 2	Pharmaceutical Continuing Education	In Progress		8/5/2019				
21	test 3	Pharmaceutical Continuing Education	Submitted	test 3	8/6/2019	8/6/2019			

All

## Record History - Practice Test

 Print Record History

All

## Record History - Practice Test

 Print Record History

Show Historical Records



### ✓ Course Details *(Required)*

Record #	Occurrence Date	Record Status	Status Details
4210	8/5/2019	Completed	Completed

### ✓ Sponsor Information *(Required)*

Record #	Occurrence Date	Record Status	Status Details	Actions
4212	8/5/2019	Completed	Completed	

## Understanding the Icons in Applicant Tracker

The following icons are used to graphically represent record series statuses in Applicant Tracker:

Icon	Status	Description
	Compliant/Complete	This record meets the organization's compliance/approval criteria.
	In Progress	This record series is in progress and additional steps are required to achieve compliance.
	Pending Approval	This record is waiting for review and approval by an authorized Approver.
	Submitted	Once all records are Pending Approval, the Application state is Submitted.
	Appealed	The application has been appealed. The applicant can appeal a rejected application up to 3 times.
	Expired	The course has expired.
	Rejected	An authorized Approver has reviewed this record and has rejected it. Open the record to see why the record was rejected.
	Abandoned	The application has been abandoned. An Approver can Abandon the application.

## Record Submission

### Initiate Record Submission

New applications will always need to be created in order to move on Step 2 of the process. All applications are stored within the Existing Application section if you should ever need to access another application that was started/submitted. An **Application ID** is system generated to each application that you begin. This will allow you to keep track of the full application.

### Test Test

APPLICANTS



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Active

**Step 1: Application:**

Select Existing Application

Test 8.28.19 - Pharmaceutj

OR

Start New Application

Name Your Course

Submit

**29**

**Facility:** CDPH

**Educational Provider Organization Name:** Test University

**Job Title:** Professor

**Personnel Type:** Applicants

**Email:** [zakhodin715+75@gmail.com](mailto:zakhodin715+75@gmail.com)

**Hire Date:** 8/14/2019

### Select Existing Application

OR

### Start New Application

### Name Your Course

Submit

## Step 2: Record For:

Record Now

### Enter Record Details

Once the specified application has been selected, you can proceed to **Step 2: Record For** to create the following records:

- Course Details
- Sponsor Information
- Faculty Information
- Evaluation Form
- Certificate of Completion
- Proposed Advertisements/Instructions

All fields with a red asterisk are required in order to proceed. You can easily proceed to the next record by clicking on the **Create Next Record** button at the top right corner of the Confirmation page instead of having to click back to the **Personnel Details** page.

Applicants can edit their existing records if they haven't already been approved or can print the information.

[← Back to Personnel Details](#)

### Create Record

**Type \*** Course Details

**Record Status \*** Completed

**Status Details \*** Completed

**Occurrence Date \*** 08/14/2019

**Seminar/Workshop/Course Title \***

**Format of Course (check all that apply) \***

- Live/In Person
- Live Webcast
- Self-Study
- Archived Online Event
- Other (Please specify in comments)

**Comments**

Indicate a start date, if applicable

**Number of requested educational hours for this course, in 0.5 hour increments. Please note that only time spent providing education should be included in this request. Break time should not be included. \***

# of hours

**Price**

\$

**Area(s) for instruction (check all that apply) \***

- General medical and pharmaceutical terminology and abbreviations
- FDA laws pertaining to drug marketing, labeling, clinical trials
- The comparative cost effectiveness of pharmacological treatments
- Therapeutic drug classes and categories
- Professional ethics
- Properties and actions of drugs and drug delivery mechanisms
- Etiologies, characteristics, and therapeutics of disease states
- Pharmacology
- The anatomical and physiological effect of pharmaceuticals
- The comparative effectiveness of pharmacological treatments
- How to read & analyze literature on pharmacological treatments
- Safe prescribing practices to prevent abuse

**Save**

Confirmation - Alina Zakhodin

[← Back to Personnel Details](#) [Go to Personnel Summary >](#)

Record #4303 [Create Next Record](#)

Record Results

Type	Course Details
Record Status	Completed
Status Details	Completed
Occurrence Date	8/14/2019
Seminar/Workshop/Course Title	Test
Format of Course (check all that apply)	<input type="checkbox"/> General medical and pharmaceutical terminology and abbreviations <input type="checkbox"/> FDA laws pertaining to drug marketing, labeling, clinical trials <input type="checkbox"/> The comparative cost effectiveness of pharmaceutical treatments <input type="checkbox"/> Therapeutic drug classes and categories <input type="checkbox"/> Professional ethics <input type="checkbox"/> Properties and actions of drugs and drug delivery mechanisms <input type="checkbox"/> Etiologies, characteristics, and therapeutics of disease states <input type="checkbox"/> Pharmacology <input type="checkbox"/> The anatomical and physiological effect of pharmaceuticals <input type="checkbox"/> The comparative effectiveness of pharmaceutical treatments <input type="checkbox"/> How to read & analyze literature on pharmaceutical treatments <input type="checkbox"/> Safe prescribing practices to prevent abuse
Number of requested educational hours for this course, in 0.5 hour increments. Please note that only time spent providing education should be included in this request. Break time should not be included.	3
Price	\$1500
Details for instructor (check all that apply)	<input type="checkbox"/> General medical and pharmaceutical terminology and abbreviations <input type="checkbox"/> FDA laws pertaining to drug marketing, labeling, clinical trials <input type="checkbox"/> The comparative cost effectiveness of pharmaceutical treatments <input type="checkbox"/> Therapeutic drug classes and categories <input type="checkbox"/> Professional ethics <input type="checkbox"/> Properties and actions of drugs and drug delivery mechanisms <input type="checkbox"/> Etiologies, characteristics, and therapeutics of disease states <input type="checkbox"/> Pharmacology <input type="checkbox"/> The anatomical and physiological effect of pharmaceuticals <input type="checkbox"/> The comparative effectiveness of pharmaceutical treatments <input type="checkbox"/> How to read & analyze literature on pharmaceutical treatments <input type="checkbox"/> Safe prescribing practices to prevent abuse
Created By	CarminatAdministrator
Created Date	8/14/2019 3:14 PM

Each completed record will also be assigned a system generated **record number**. This number is specific to the record within the application. Once all **7 records** have been completed, the statuses will update to **Pending Approval**. The Application will then be automatically sent to the administrators for review.

[← Back to Personnel Details](#) [Go to Personnel Summary >](#)

Record #4318 [Create Next Record](#)

Record Results

Type	Course Details
Record Status	Completed
Status Details	Completed
Occurrence Date	8/29/2019

## Appeals and Rejections

### Appeals

Applicants can **Appeal** an application up to **3** times. You will then see a banner displayed at the top of your profile with the appeal reason. Information that has been re-submitted will go back to the administrator for review.

## Existing Application

Id	Test Application Name	Application Type	Application State	Application State Comment	Date Created	Date Submitted	Date Approved	Application Expiration Date	Action
28	Test 8	Pharmaceutical Continuing Education	Submitted		8/6/2019	8/6/2019			
29	Test 9	Pharmaceutical Continuing Education	Rejected	Insufficient Documentation Provided	8/6/2019	8/6/2019			
30	Test 10	Pharmaceutical Continuing Education	In Progress		8/6/2019				
31	Test 11	Pharmaceutical Continuing Education	In Progress		8/6/2019				

### Step 2: Record For:

Sponsor Information

#### Appeal Application ×

Please enter your reason for appealing.

## Existing Application

Id	Test Application Name	Application Type	Application State	Application State Comment	Date Created	Date Submitted	Date Approved	Application Expiration Date	Action
28	Test 8	Pharmaceutical Continuing Education	Submitted		8/6/2019	8/6/2019			
29	Test 9	Pharmaceutical Continuing Education	Rejected	Insufficient Documentation Provided	8/6/2019	8/6/2019			

## My Profile

Application #29 (Test 9) has been appealed with comments: Documentation has been updated ×

**Kevin Test**  
APPLICANTS



21

Active

**Facility:** CDPH  
**Educational Provider Organization Name:** DePaul  
**Job Title:** Teacher  
**Personnel Type:** Applicants  
**Email:** [zakhodin715+20@gmail.com](mailto:zakhodin715+20@gmail.com)  
**Test Hire Date:** 8/6/2019  
**Street Address (Do Not Use P.O. Box):**

### Step 1: Application:

Select Existing Application  OR Start New Application

Name Your Test Application Name

## Rejections

If any records within an application are rejected by the administrator, applicants can view this information on the My Profile page. Applicants will see a banner displayed with the rejection reason. They are then able to re-submit any information within the specific record type(s). Information that has been re-submitted will go back to the administrator for review. The Record Now section only appears when there are still records to be completed within an application. Once all 7 records have been submitted within an application, the Record Now section is no longer visible.

To view specific rejection reasons, you will need to click on the correct Application and then navigate to the appropriate rejected record within that application. You can then click into the record and the rejection reason will be listed in the red banner at the top of the page.

# My Profile

Your documentation for **Proposed Advertisement/Instructions** has been rejected. ×

Your documentation for **Faculty Information** has been rejected. ×

**Irene Zakhodin**

APPLICANTS



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15

Active

**Facility:** CDPH

**Educational Provider Organization Name:** Test School

**Job Title:** Professor

**Personnel Type:** Applicants

**Email:** [azakhodin+5@immuware.com](mailto:azakhodin+5@immuware.com)

**Hire Date:** 8/5/2019

## Step 1: Application:

Select Existing Application

OR

Start New Application

test 3 - Pharmaceutical Cont

## Existing Application

Id	Course	Application Type	Application State	Application State Comment	Date Created	Date Submitted	Date Approved	Application Expiration Date	Action
19	Practice Test	Pharmaceutical Continuing Education	Completed		8/5/2019	8/5/2019	8/5/2019	8/31/2019	
20	Practice Test 2	Pharmaceutical Continuing Education	In Progress		8/5/2019				
21	test 3	Pharmaceutical Continuing Education	Submitted		8/6/2019	8/6/2019			

✓ Sponsor Information (Required)

Record #	Occurrence Date	Record Status	Status Details	Actions
4275	8/6/2019	Completed	Completed	

✗ Faculty Information (Required)

📄 Documents

Record #	Occurrence Date	Record Status	Status Details	Actions
4276	8/6/2019	Completed	Completed	

## Edit Faculty Information

[← Back to My Profile](#)

**Denial Reason:** Incorrect Documentation Provided

✗ Record #4276

📄 Documents

Type *	Faculty Information
Record Status *	Completed
Status Details *	Completed
Occurrence Date *	08/06/2019
Faculty Name *	Rob

converted to PDFs prior to uploading.

Files \*

Download File

**Note:** Selecting a new file will overwrite the existing documentation.

Select files...

	TestDoc_2019-08-06_18-17-57.d... 11.49 KB	×
---	--	---

Created By azakhodin+5@immuware.com

Created Date 8/6/2019 6:17 PM

Last Modified By CarminatiAdministrator

Last Modified Date 8/29/2019 3:31 PM

Resubmit

## Document Repository

### Accessing Document Repository

- Use the **Gears Icon** to select the Document Repository
- You will see **General Documents** that have been uploaded by the administrative team.
- To access the documents, click on either document to begin downloading. Once download is complete, you will be able to view it.
- If accessing the documents on a mobile device or tablet, the document will open once it is clicked on.

# Document Repository

## General Documents

[Biographical and Individual Conflict of Interest Form](#)

[Attestation and Conflict of Interest Form for the Continuing Education Provider](#)