Apexus Advanced 340B Operations Certificate Justification Letter to Gain Approval to Enroll

The following email template can help you communicate the value of the Apexus Advanced 340B Operations Certificate program to gain approval to enroll.

To [Supervisor]:

The 340B program is critical for helping our organization provide affordable prescription drugs to our community. Not only that, but our participation has had a major impact on our bottom line. In order to more effectively manage our 340B program, I wish to enroll in the Apexus Advanced 340B Operations Certificate program.

The Apexus Advanced 340B Operations Certificate program will give me the opportunity to gain true 340B Program expertise that will benefit our organization. This online program connects the dots between policy and operations while teaching the advanced skills needed to tackle even the toughest implementation challenges.

Over the past 12 months, I have taken on additional 340B responsibilities. As HRSA continues to increase its audits, studies show that organizations that support 340B education have fewer corrective actions. Although I have attended [insert previous 340B education], my responsibilities require a higher level of 340B knowledge. In some cases I do not have this knowledge yet, and in others I could fortify my existing skill set. Although I am well versed in 340B, I know that I would be more proficient and effective if I could obtain more in-depth, formal training in 340B operations.

I am requesting approval to enroll in the Apexus Advanced 340B Operations Certificate program, the industry standard for 340B Program education. Here are the details:

- It's an online course curriculum.
- Time commitment is 40–50 hours to complete approximately 24 modules.
- Completion of the full curriculum provides over 33 hours of continuing education credits.
- The registration fee is $750. *[$750 for an individual in a 340B covered entity; $1,250 for all others].*
- A $100 voucher code is available from _____, of which I am a member. *[Alliance for Integrated Medication Management (AIMM), America's Essential Hospitals (AEH), American Pharmacists Association (APhA), or American Society of Health-System Pharmacists (ASHP)].*

The cost of $650 ($750 – $100 voucher) for 50 hours of education is only $13 per education hour, which is a very reasonable cost per hour for specialized extended education that provides me with continuing education credit. *[The cost of $1,250 for 50 hours of education is only $25 per education hour, which is a very reasonable cost per hour for specialized extended education.]*

This program is tailored for people like me who are in high-impact positions regarding 340B implementation. This training investment will:

- Improve my performance.
- Make me an expert in 340B.
- Save money on attorney fees and reduce potential audit findings and consultant fees should we need to retain an attorney or consultant for our organization.

I've reviewed our human resources department's professional development policy, and my understanding is that our organization will fully reimburse me for the registration fee upon my completion of the program.

[OR] I've reviewed our human resources department's tuition reimbursement policy, and I see that this training does not qualify because it is not from a degree-granting institution. However, I am hopeful that you will see the value of the specialized knowledge I'll receive, and that our departmental budget will be able to cover it.

I have completed and passed [or I am about to take] the entrance exam. My next step is to pay the registration fee and begin the program. There is a final exam at the end of the program, which leads to an Apexus Advanced 340B Operations Certificate. Upon completion, I will be able to use the designation of 340B Apexus Certified Expert (340B ACE).

Additional information is available here. Please approve the training request and cost for reimbursement.

Thank you for your consideration of this request.
[Your signature]