**Justification Letter for Enrollment in the Apexus Advanced 340B Operations Certificate Program**

The following email template can help interested learners communicate the value of the Apexus Advanced 340B Operations Certificate Program to seek leadership approval to enroll – and request support to help cover the cost of the program.

Dear [Organization Leader]:

The 340B Drug Pricing Program plays a vital role in helping our organization provide affordable prescription medications to the communities we serve. In addition to expanding patient access, our participation has also contributed significantly to our financial sustainability. To further strengthen our ability to manage our 340B program effectively, I would like to enroll in the Apexus Advanced 340B Operations Certificate Program. This training will enhance my knowledge and support our efforts in maintaining compliance and optimize program performance.

The Apexus Advanced 340B Operations Certificate Program is a great opportunity for me to gain true 340B Program expertise that will directly benefit our organization. This online program will help me connect the dots between policy and operations, while also teaching me the advanced skills needed to address even the toughest implementation and compliance challenges. It’s a fantastic way for me to build a deeper understanding and be better equipped to navigate the complexities of the 340B Program.

Over the past year, I have taken on expanded responsibilities related to the 340B Program. As HRSA audits continue to increase, studies have shown that organizations investing in 340B education experience fewer corrective actions. I have attended [insert previous 340B education], but the scope of my current role now demands a deeper, more advanced level of 340B knowledge. In some areas, I am still building this knowledge; in others, I see opportunities to strengthen my existing skill set. Although I am well versed in 340B, I believe that formal, in-depth training would significantly enhance my effectiveness and proficiency.

I am requesting approval to enroll in the Apexus Advanced 340B Operations Certificate Program, the industry standard to validate 340B Program expertise The following are details of the program:

* **Program Name:** Apexus Advanced 340B Operations Certificate Program
* **Program Type**: Online; self-paced
* **Duration**: The self-paced modules average one hour and 30 minutes but can vary in length from 45 minutes to two hours, depending on the subject matter. The total time to complete the curriculum is 30 to 40 hours.
* **Cost:** The registration fee is $750 for a covered entity and $1,250 for all others, payable by credit card only.
	+ 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)].
* **Continuing Education Credit:** Curriculum offers 33.25 hours of CE credit, plus up to 4 hours of annual CE credit at no additional cost.
* **Program Benefits:** In addition to the core curriculum, the program offers valuable resources to enrollees via the Exclusive Tools course. New resources are added on a quarterly basis. These resources include webinars, practicums, tools and templates, networking events, and much more!
* The cost of $650 ($750 minus $100 voucher) for 40 hours of education is only around $16 per education hour, which is a very reasonable cost per hour for specialized advanced education that provides me with continuing education credit. [OR: The cost of $1,250 for 40 hours of education is only around $31 per education hour, which is a very reasonable cost per hour for specialized extended education.]
* This program is specifically designed for individuals in high-impact roles, like mine, that are critical to the successful implementation of the 340B Program. Investing in this training will enhance my performance and operational effectiveness, equip me with expert-level knowledge of the 340B Program, and strengthen my ability to support compliance and minimize risk for our organization’s 340B program.

This training will not only bolster my skills but also directly contribute to the long-term success and integrity of our program.

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. The program concludes with a final exam consisting of 100 questions; successful completion will result in my obtaining the Apexus Advanced 340B Operations Certificate. Earning this certificate will allow me to use the designation of 340B Apexus Certified Expert (340B ACE).

Additional information is available [here](https://www.apexus.com/340b-certificate-program). Please approve the training request and the cost for reimbursement.

Thank you for your consideration of this request.

[Your signature]