Welcome to the Apexus Advanced 340B Operations Certificate Program. Congratulations on choosing to validate your 340B expertise with the leading Certification Program in the industry. This user's guide will explain how to get started in the Certificate Program and detail the requirements for each step of the process.

GETTING STARTED

The Apexus Advanced 340B Operation Certificate Program (Certificate Program) provides specialized training from the industry leader in 340B education, to improve program compliance and provide solutions for 340B implementation challenges. Prior to signing up, it is recommended that you have baseline 340B knowledge to ensure that you can derive the most benefit from this advanced program. Of note, you do not need any prior enrollment in Apexus Education offering(s) to enter the Certificate Program. You may obtain further information about the Certificate Program at www.apexus.com/certificate.

For first-time users to sign up, register as either a Covered Entity or Non-Covered Entity at www.apexus.com/certificate. This will give you access to the Apexus Education Portal. Existing users may go directly to the portal and log in to sign up. Once in the Apexus Education Portal, you can get started in satisfying your requirements for the program by enrolling in the Operations Certificate Entrance Exam found in the Catalog.

OPERATIONS CERTIFICATE ENTRANCE EXAM

The Operations Certificate Entrance Exam is located in the portal.

The Operations Certificate Entrance Exam is based on the information featured in the other Apexus education offerings. A passing score on the Entrance Exam ensures that you have the prerequisite knowledge needed to enroll in the Certificate Program. The exam consists of 25 multiple choice questions. You will not have the opportunity to go back to change the responses, and the correct answers will not be provided for you. Your score matters. It determines entrance to the Certificate Program.

The Entrance Exam passing score is 70%. You may take the exam twice to achieve your score of 70% or higher. Questions for the exam will vary between the first and second attempts. If you receive a second non-passing score, there is a required one-month wait time before retaking the exam. During the wait time, we recommend refreshing your foundational 340B knowledge through other Apexus educational offerings. You may access your transcript in the Apexus Education Portal to view your highest, passing score.

Upon passing the Operations Certificate Entrance Exam, you will receive an email notice that will include a link to register and pay for the Certificate Program with the following instructions:

1. Select the Operations Certificate from the Course Catalog
2. Process payment
3. Take the Operations Certificate Baseline Exam (this score does not count)

07102019

4. Begin the modules at your convenience

The registration fee for the Certificate Program is $750 for a Covered Entity and $1,250 for all others, payable by credit card only. Registration is only for individuals who have passed the Operations Certificate Entrance Exam.

Membership in the following associations are eligible for a $100 discount off the program fee:
- Alliance for Integrated Medication Management (AIMM)
- America's Essential Hospitals (AEH)
- American Pharmacists Association (APhA)
- American Society of Health-System Pharmacists (ASHP)
- National Association of Community Health Centers (NACHC)

Group discounts exist for organizations who meet certain requirements. For more information about group discounts, contact 340BCertificate@apexus.com.

An Enrollment Justification email template is available under the FAQs on www.apexus.com/certificate to help you communicate the value of the Certificate Program to your employer.

OPERATIONS CERTIFICATE BASELINE EXAM

Once registered, you are required to take a Baseline Exam that is designed to prepare you for the final exam by featuring similar depth of content and types of questions. The score on the Baseline Exam does NOT matter; it simply provides an indication of your baseline understanding of the material covered in the Certificate Program. The exam consists of 40 multiple choice, case-based questions and may take up to an hour to complete. You will not have an opportunity to go back and change responses, and the correct answers will not be provided. You will receive your score at the end of the exam. The Baseline Exam is available only once, and you may not retake it. Completion of the Operations Certificate Baseline Exam is required before you may access the Certificate Program modules.

CERTIFICATE PROGRAM CURRICULUM MODULES

Upon completing the Operations Certificate Baseline Exam, you will gain access to the Certificate Program modules. The Welcome module provides information on navigating within the modules and the Apexus Education Portal. You may watch the modules at your own pace. Modules average one hour and 30 minutes but can vary in length from 45 minutes to two hours, depending on the subject matter. The curriculum may take longer, depending on your previous experience. The total curriculum is 30 to 40 hours of education.

There is no time limit for completing the curriculum and no limit on how many times you view the modules. This is especially useful as you prepare for the Operations Certificate Final Exam. We recommend that you print the "Call to Action" PDFs available in the resources tab of each module. The remainder of the content is not printable and is in-depth, so we recommend that you take notes during each module in preparation for the Operations Certificate Final Exam at the end of the curriculum series. Notably, a study guide is not provided for the Final Exam.

07102019

There are exclusive tools for Certificate Program enrollees that are available under "My Courses" in the Apexus Education Portal. Click "Launch" to access the full toolkit.

Certificate Program Exclusive Tools section indicated in red area.

If you experience a problem with a module or video, it may be an issue with internet speed or a browser (e.g., Internet Explorer) compatibility issue. If this occurs, you should try another browser. The Apexus Education Portal officially supports the latest version of the following browsers: Chrome, Firefox, and Safari. Internet Explorer 8, 9, 10, and 11 are also supported. The modules contain extremely large files and videos, so for best results ensure that you are using a high-speed internet connection. You can also try to reduce the zoom on the browser.

Continuing education (CE) credit is available for new learners as of July 15, 2019. Credit is offered per-module. To obtain credit, complete a module and then use the provided code to log your credit through ProCE. The full curriculum offers 33.25 hours of CE credit, with credit hours varying per module. No retroactive credit is available.

OPERATIONS CERTIFICATE PRACTICE EXAM
The Practice Exam is not required, but it will help determine whether you are prepared for the Operations Certificate Final Exam. If you do not want to take the Operations Certificate Practice Exam, you can proceed to the Operations Certificate Final Exam. You can start the Operations Certificate Practice Exam by going to Courses in the Apexus Education Portal; in the Operations Certificate curriculum, and launch the Operations Certificate Practice Exam. You will be allowed to take the Practice Exam up to two times.

We recommend that before starting the Operations Certificate Practice Exam, you review the notes you have taken during each module, review the "Call to Action" PDFs you downloaded from the attachment tab of the modules, and re-watch any modules that cover difficult topics. There is no study guide for the Operations Certificate Final Exam, but you can practice for the final exam by taking the Operations Certificate Practice Exam. The LinkedIn User's Group can also be a resource to study with peers who are also enrolled or have completed the program.

The Practice Exam includes 25 multiple choice questions and will take 30 minutes or more, depending on your comfort level. After each question, you will receive feedback indicating whether you answered correctly.

07102019

If you answered incorrectly, information will be provided on which module you should reference for further study.

OPERATIONS CERTIFICATE FINAL EXAM

You can launch the Operations Certificate Final Exam in the curriculum on the Apexus Education Portal. The exam questions are from the same question bank as the Operations Certificate Baseline Exam, but the final exam is much more intensive. The Final Exam contains 100 multiple choice case-based questions that require you to apply the knowledge that you have learned in the Certificate Program. The time it will take you to complete the Operations Certificate Final Exam will vary based on your knowledge, but could take two hours or more.

You will not have an opportunity to go back and change your responses. After each question, you will receive feedback indicating whether you answered correctly. If you answered incorrectly, you will be told which module to reference for further study. Your score DOES matter on the Final Exam. If you pass with a score of 75% or better, you will be awarded an Apexus Advanced 340B Operations Certificate and earn the ACE designation.

You will be allowed to take the Final Exam up to three times. If you do not achieve a score of 75% or better on your second attempt, you must wait three months before retaking the exam. If you do not score 75% or better on your third attempt, you must wait six months to re-enroll and repay the registration fee. To re-enroll and regain access to the modules, contact an administrator at educationadmin@apexus.com and pay the full cost of the curriculum ($750 for covered entities; $1,250 for non-covered entities) for an additional opportunity. After re-enrolling, if you wish to obtain your ACE certification again, you must pass the final exam.

You have one year FROM THE TIME OF COMPLETION OF THE LAST MODULE to take the Operations Certificate Final Exam and receive the certificate; the Operations Certificate Final Exam is required to receive the Apexus Advanced 340B Operations Certificate.

Of note, the Apexus Advanced 340B Operations Certificate program exams have been evaluated by an independent expert in testing and measurement to ensure that the questions meet accepted industry standards for test construction and content validity.

CERTIFICATE AND TRANSCRIPT

Upon passing the Operations Certificate Final Exam, you can access your Apexus Advanced 340B Operations Certificate by going to Transcripts in the Apexus Education Portal.

LINKEDIN GROUP DISCUSSION BOARD

The Apexus Advanced 340B Operations Certificate LinkedIn Group is a private discussion board in which you can share ideas, discuss challenges, post questions, read/share blog posts, connect directly with Apexus 340B experts, and more. This is an exclusive perk of enrolling in the Operations Certificate Program. You will receive an email with instructions for joining the LinkedIn group after you enroll in the Operations Certificate Program.

PUBLICITY KIT

Upon passing the Operations Certificate Final Exam, you will receive an email with information on how to access a graduation kit including publicity information and tips so you can share your accomplishment with others.

CERTIFICATE HOLDER SEARCH

A public look-up feature is available to confirm individuals who have completed the Certificate Program upon passing the Operations Certificate Final Exam. You can search for the 340B Apexus Certified Experts (340B ACEs) by entering the name. You can find an individual's name and determine whether he/she is a certificate holder, confirm that the certificate is active, and verify the expiration date. This look-up feature is available on http://www.apexus.com/certificate under "340B Apexus Certified Expert Search."

The 340B ACE look-up feature is important because it validates certificate holders. Employers may use it to ensure that they hire individuals with validated 340B training. Covered entities hiring consultants may also use it to validate the expertise of the consultant.

OPERATIONS CERTIFICATE RENEWAL

Your Apexus Advanced 340B Operations Certificate must be renewed every two years from the date your certificate was awarded and must be renewed prior to the expiration date. You can renew your certificate by watching an "update module" and successfully passing the associated recertification exam. "Update module(s)" include 340B-related trends, best practices, and program updates; the recertification exam is based on the material in the update module(s).

New learners can obtain an additional 2.5 hours of credit upon completion of the module. More information about obtaining CE credit is on apexus.com/certificate.

The total number of exam questions will vary, as this is determined by the amount of content within the update module(s).

It's an easy four-step process to maintain your ACE certification:
1. Select the update module (*340B Trends & Hot Topics 2019* module) in your catalog.
2. Make your $200 payment.
3. View the module.
4. Take the recertification exam. The exam will be added to your catalog 90 days before you are due to recertify.

You will be automatically enrolled in the recertification exam 90 days before your certificate expiration date. The exam will remain in your course catalog for a total of 90 days. You must pass the exam on the third attempt before the 90 days are up. We will send you notification and reminder emails.

If you do not pass on the third attempt, and are still within the 90-day window, you have the opportunity to re-enroll in the update module and pay the $200 fee. To re-enroll, contact an administrator at educationadmin@apexus.com to purchase additional attempts. After purchasing the course, you will get an additional 90-days and an additional three attempts to successfully pass the recertification exam.

07102019

You will have access to the Operations Certificate Program as long as your certificate is deemed "active." If you do not renew your certificate prior to the expiration date, it will be deemed "inactive/expired," and you will no longer have access to the modules within curriculum. To regain access, you will have to contact an administrator to request an opportunity to re-enroll in the Advanced 340B Operations Certificate Program— and pay the full cost of the program ($750 for covered entities; $1,250 for non-covered entities).

The Advanced 340B Operations Certificate Program is a separate Apexus offering that is not a part of the 340B Prime Vendor Program or otherwise associated with the Prime Vendor Agreement between HRSA and Apexus.

The program is provided solely for education and/or instructional purposes, and the learner assumes exclusive responsibility for using and applying the information presented therein. Successful completion of the program does not confer a professional license or other equivalent designation or qualification on the learner.

Passing score thresholds are subject to change.

For questions about the Apexus Advanced 340B Operations Certificate Program, contact 888.340.2787 or 340Bcertificate@apexus.com.