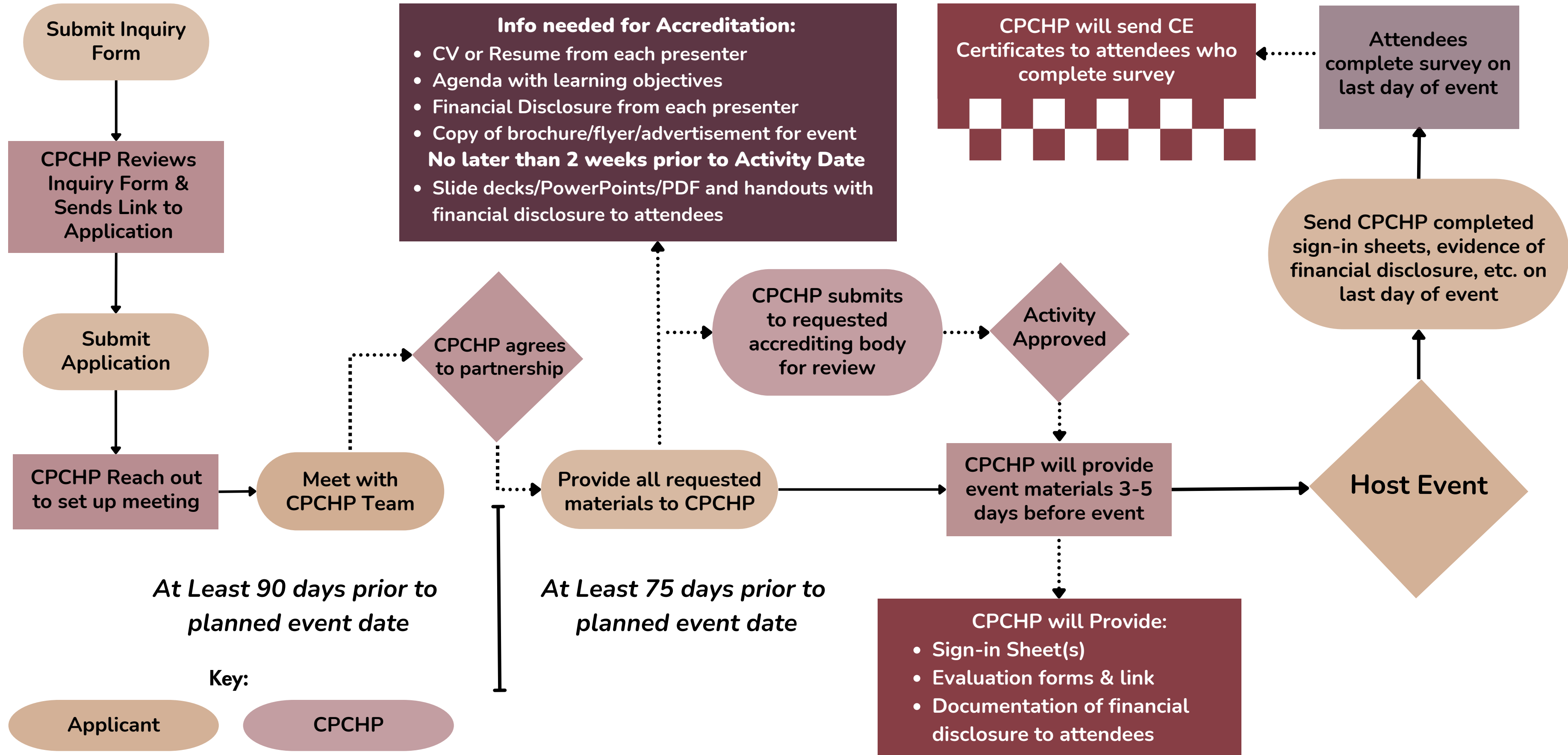


CONTINUING EDUCATION FLOWCHART



CONTINUING EDUCATION CHECKLIST

☐ CE APPLICATION

Application should include a detailed hour-by hour agenda and Learning Objectives, 3 per hour

☐ CV/RESUMES

CV/Resumes needed for each speaker, submitted per session if event is a series

☐ FULL DISCLOSURE FORM

Disclosure forms needed for speakers, authors, and planning committee

☐ FINANCIAL INFO

If your activity will have any commercial sponsorship, provide honoraria, or charge registration fees please provide details of agreements and cancellation/refund policy

☐ SLIDE DECKS/POWERPOINT

Ideally, with disclosure slide at the beginning and include any handouts presented to the audience

☐ BROCHURE, FLYER, OR ANNOUNCEMENT

Until accreditation is approved by various accrediting bodies, please use a general statement such as *"We are applying for CE/CME credits."*

☐ POST EVENT MATERIALS

Sign-in sheets: NPs and RNs must include their license number on the sign-in sheet
Signed Verbal Disclosure form



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AT NORTH COUNTRY HEALTHCARE

Continuing Education Process

At least 90 days before Activity:

In the earliest phase of activity development (at least 90 days in advance of activity), you can expect the following:

1. Review the Checklist for a good understanding of the requirements, responsibilities and timelines.
2. Complete a CE Partnership Inquiry form.
3. Schedule a meeting with our CE Coordinator and your organization's activity planner/planning committee.
 - a. You will provide date/time options for a meeting when you complete the CE Partnership Inquiry form.
 - b. This meeting can take place by phone or as a video conference. We will discuss the CE Partnership Inquiry Form, and next steps.
4. If an agreement is reached, you will receive an Application. This application is designed to document these essential components: professional practice gaps, educational needs, learning objectives, learner engagement, and core competencies. All content goes through an internal and external review process.

At least 75 days before Activity:

At least 75 days in advance of your activity, you must: Submit your Application along with all supporting documents (use the Checklist).



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