

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

