



CONTINUING EDUCATION FLOWCHART

Info needed for Accreditation:

- CV or Resume from each presenter
- Full Disclosure Forms from each presenter
- Copy of brochure/flyer/advertisement for event

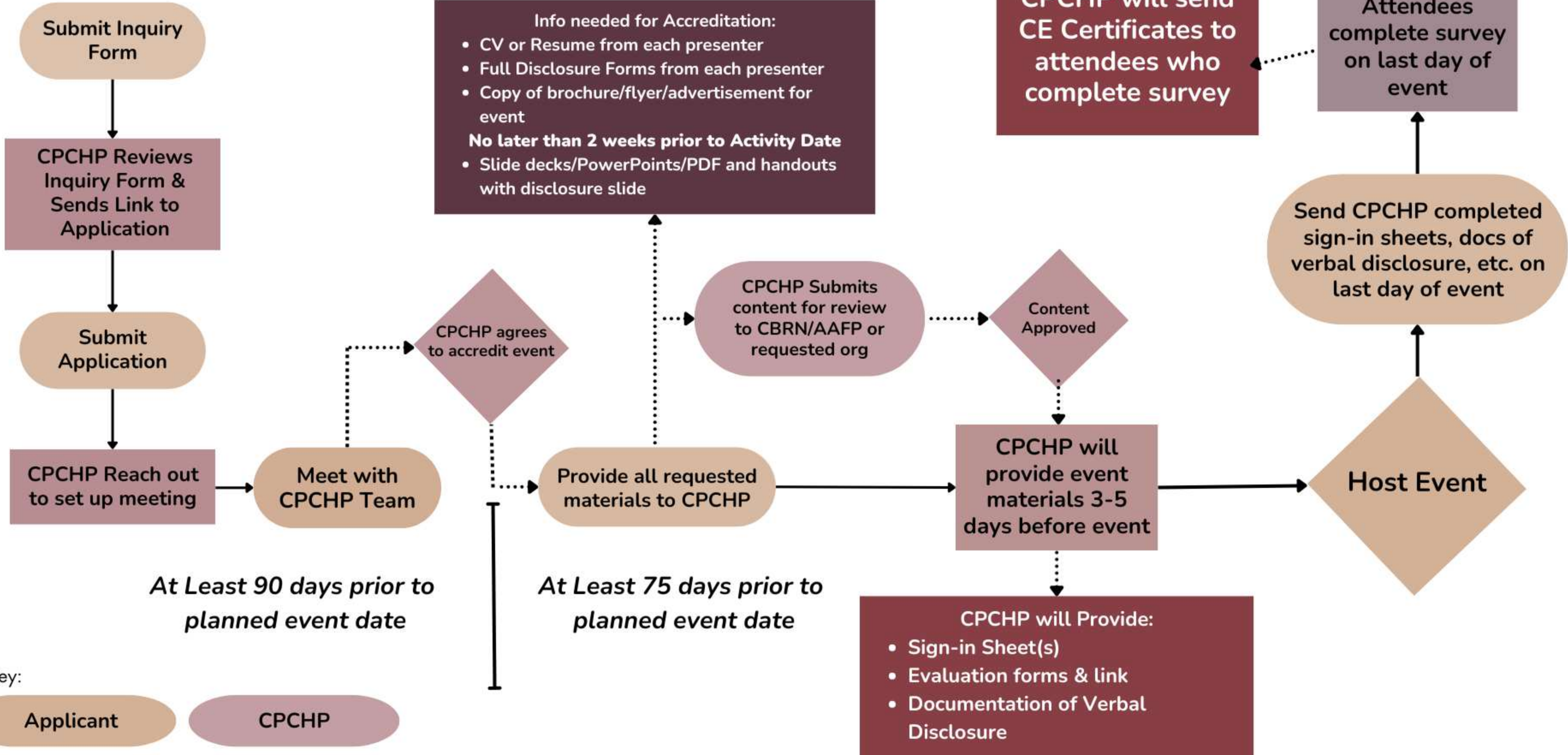
No later than 2 weeks prior to Activity Date

- Slide decks/PowerPoints/PDF and handouts with disclosure slide

CPCHP will send CE Certificates to attendees who complete survey

Attendees complete survey on last day of event

Send CPCHP completed sign-in sheets, docs of verbal disclosure, etc. on last day of event



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



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).



COLORADO PLATEAU
CENTER FOR HEALTH PROFESSIONS
AT NORTH COUNTRY HEALTHCARE