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| **Checklist****This is the list of items that CAAHEC will need to collect for any CE accredited event.** **\*\* Required for CE Application Submission to Accrediting Agencies**  |
|  | \*\*Continuing Education Application submitted at least 75 days before the start of a Single, Live Activity or new Series (**including a detailed Agenda and Learning Objectives for each topic on the agenda, at least 3 per hour).*****NOTE: For all series types--****A schedule of the series is required.** *If all dates or topics have not been determined, please provide an estimation of frequency of sessions (such as the second Tuesday of every month, quarterly, etc.).*
* *All subsequent session materials for a series must be submitted for review 6 weeks before the date of the Activity if the content is new and 4 weeks if the content was previously reviewed.*

*CAAHEC has a template to organize information (speaker summary and agenda).* *Contact* *caahec@aachc.org* *for assistance.*  |
|  | CV or resume (for each speaker)  |
|  | Relevant Financial Relationship Form (For anyone affecting the content of the activity to be accredited: speaker, author, planning committee members, etc.) |
|  | Copy of the proposed brochure, flyer, or any type of announcement. Until accreditation is approved by various accrediting bodies, please use a general statement such as *“We are applying for CE/CME credits.”* **Accrediting bodies have specific rules for allowable language.**  |
|  | Slide decks/PowerPoint/PDF (Ideally with a disclosure slide at the beginning), and handouts presented to the audience should be submitted typically no later than 2 weeks prior to activity date. Note: * Please give your presenters an early deadline for the presentation slides so that they can be submitted to CAAHEC in advance.
* Please remind speakers to include a disclosure slide at the beginning of the presentation slides.
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|  | If your activity will have any commercial sponsorship, provide honoraria, or charge registration fees, please provide details of agreements and cancellation/refund policy with your **Continuing Education Application*****For a Series*** *-if any of these items change (for example, one particular session of your series will charge a registration fee not previously identified), this information must be disclosed at the time the session content is submitted to CAAHEC for review.* |
|  | CAAHEC can help create a sign-in sheet, evaluation forms, and a Documentation of Verbal Disclosure form. Our goal is to send all materials at least 2-4 days prior to the activity. Please note:* To ensure this work aligns with our mission of serving health professionals, it is important to identify the occupation/profession of attendees. Please consider this if your attendees are pre-registering.
* NPs and RNs must include their license number on the sign-in sheet (plan accordingly).
* PLEASE ASK ALL PARTICIPANTS to SIGN IN and complete our EVALUATION FORM
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|  | Immediately after your activity return these items to your AzAHEC region contact:* Sign-in sheets (in-person events) or Registration List in Excel format (virtual events)
* Attendance Report in Excel format (Virtual events)
* Evaluations (unless an electronic survey was sent)
* Documentation of Verbal Disclosure form bearing witness the speaker(s) verbally disclosed. *A delay could void the CE/CME credit, since these materials are needed for audit purposes.*
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**NOTE:**

**Please plan accordingly and provide the information needed for CE accreditation application within the specified timeframe.**