

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**

<input type="checkbox"/>	<p>**Continuing Education Application submitted at least 75 days before the start of a Single, Live Activity or new Series (<u>including a detailed Agenda and Learning Objectives for each topic on the agenda, at least 3 per hour</u>).</p> <p>NOTE: For all series types--A schedule of the series is required.</p> <ul style="list-style-type: none"> • <i>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.).</i> • <i>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.</i> <p>CAAHEC has a template to organize information (speaker summary and agenda).</p> <p>Contact caahec@aachc.org for assistance.</p>
<input type="checkbox"/>	CV or resume (for each speaker)
<input type="checkbox"/>	Full Disclosure Forms (For anyone affecting the content of the activity to be accredited: speaker, author and, planning committee members, etc.)
<input type="checkbox"/>	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 “ <i>We are applying for CE/CME credits.</i> ” Accrediting bodies have specific rules for allowable language.
<input type="checkbox"/>	<p>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.</p> <p>Note:</p> <ul style="list-style-type: none"> • 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.
<input type="checkbox"/>	<p>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</p> <p>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.</p>

<input type="checkbox"/>	<p>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:</p> <ul style="list-style-type: none"> ● 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
<input type="checkbox"/>	<p>Immediately after your activity return these items to your AzAHEC region contact:</p> <ul style="list-style-type: none"> ● 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. <i>A delay could void the CE/CME credit, since these materials are needed for audit purposes.</i>

NOTE:

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