

Checklist

Continuing Education Application submitted at least 75 days before the start of a Single, Live Activity or new Series (including a detailed hour-by-hour Agenda and Learning Objectives, 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 (4 weeks if the content was previously reviewed).

We can provide tools to organize information (speaker summary and agenda)

CV or resume (for each speaker) submitted per session

Full Disclosure Forms submitted (for anyone affecting the content of the activity to be accredited: speaker, author and, planning committee members, etc.)

Include a 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 also be submitted-a later date can be established if needed.

(typically no later than 2 weeks prior to activity date) Give your presenters an early deadline so they are available in advance and remind them to include a disclosure slide at the beginning of the deck.

<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><i>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 for review</i></p>
<input type="checkbox"/>	<p>We create certificates, 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 AzaAHEC region contact:</p> <ul style="list-style-type: none">● Sign-in sheets● Evaluations (unless we provided an electronic link)● 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>