

CEU APPLICATION-APPROVAL PROCESS

Apply

- Complete online or written application for your activity
- Application is reviewed - Price Quote is given based on application details
- Client decides to move forward. Estimate invoice accepted.

Prepare

- Event organizer will create, collect and/or submit all forms to CE Provider for review, feedback, and final approval
 - Draft schedule + Speaker List + Learning Objectives
 - Speaker CV/Resume or Bio Sketch
 - Speaker Conflict of interest forms
 - Outline/Handout of content with learning objectives
 - Send draft flyers/websites/advertisement - must contain certain elements

B4 Event

- 30 days before event, submit
 - Final agenda/speaker schedule for activity (if more than 1 hour)
 - Final Evaluation Form
 - Final Certificate

Wrap Up

- 30 days after the event, submit:
 - Summary of the course evaluations
 - Sign-in sheet/Registration list for activity
 - Payment sent to Provider