CE APPLICATION CHECKLIST

1) Is this continuing education?
   Yes □ No □

2) Does the content of the educational activity enable the learner to acquire or improve knowledge or skills beyond basic knowledge and enhance professional development or performance of the nurse?
   Yes □ No □

3) Is the content of the educational activity generalizable regardless of the employer?
   Yes □ No □ *(If no, the activity is not eligible for contact hours)*

4) Have all Bio Forms for planning committee and speakers been completed and attached with your application?
   Yes □ No □

5) Have you attached an Agenda/Schedule if the program is more than 2 hours long?
   Yes □ No □ N/A □

6) Have you included 5-10 minutes for evaluation, Q & A and Post Testing within the Educational Planning Table?
   Yes □ No □

7) Are you aware that CE certificates have an expiration date and that participants must complete the evaluation *within 2 weeks*, and this must be announced before the program?
   Yes □ No □

8) Are you aware of the requirements for documenting attendance electronically at your event in HealthStream?
   Yes □ No □

9) Have you provided time for following content section and included it in the Educational Planning Table?
   □ Disclosures □ Pre and Post Testing
   □ Requirement for CE □ Conflict of Interest
   □ Goal of Program □ Evaluation Process

10) Are you aware that you are required to submit a Quality Assessment Tool after you receive your summative evaluation report?
   Yes □ No □

11) Have you submitted your pre and post-tests with your application? (if applicable)
    Yes □ No □ N/A □

12) Have you submitted your Advertisement material/flyer or email announcement with appropriate language?
    Yes □ No □ N/A □

13) For programs with Commercial Support or Sponsorship have you included signed agreements?
    Yes □ No □ N/A □

14) For Programs that are being Joint Provided have you included your signed agreement?
    Yes □ No □ N/A □

15) For programs that have disclosures, have you provided appropriate language on advertising, internet or intranet posting?
    Yes □ No □ N/A □