

## 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?

<input type="checkbox"/> Disclosures	<input type="checkbox"/> Pre and Post Testing
<input type="checkbox"/> Requirement for CE	<input type="checkbox"/> Conflict of Interest
<input type="checkbox"/> Goal of Program	<input type="checkbox"/> 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**

