CE/CME Accreditation Checklist

This is the list of items that SAAHEC will need to collect for any CE accredited event. **

Required for CE Application Submission to Accrediting Agencies

☐	**Continuing Education Application submitted at least 75 days before the start of a Single, Live Activity or new Series (**including a detailed Agenda and Learning Objectives for each topic on the agenda, at least 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 and 4 weeks if the content was previously reviewed.*
☐	CV or resume (for each speaker)
☐	Full Disclosure Forms (For anyone affecting the content of the activity to be accredited: speaker, author and, planning committee members, etc.)
☐	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 be submitted typically no later than 2 weeks prior to activity date. Note: • Please give your presenters an early deadline for the presentation slides so that they can be submitted to SAAHEC in advance. • Please remind speakers to include a financial disclosure slide at the beginning of the presentation slides.
☐	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** *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 SAAHEC for review.*

☐	SAAHEC will create 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: ● 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. ● PLEASE ASK ALL PARTICIPANTS to SIGN IN and complete our EVALUATION FORM.
☐	Immediately after your activity return these items to your AzAHEC region contact: ● 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. *A delay could void the CE/CME credit, since these materials are needed for audit purposes.*

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