Advertisement Checklist

The following items are required on all advertisements in order to qualify for Continuing Education Credit.

Objectives; verbs must elicit or describe observable or measurable behaviors on the part of participants. (Avoid “understand,” “learn,” etc.)\*

Type of activity, i.e. knowledge, application, practice\*

Target audience(s) that may best benefit from participation in the activity

Faculty member(s) name, degree, and title/position\*

Fees for the activity

Schedule of the educational activities

The amount of CPE credit, specified in contact hours or CEUs

The official ACPE logo (will be supplied), used in conjunction with the statement identifying the accredited provider sponsoring the activity:

*“The University of New Mexico College of Pharmacy is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education.”*

The ACPE Universal Activity Number assigned to the activity

The appropriate target audience designation (‘P’ and/or ‘T’) in the activity UAN

A full description of all requirements established by the provider for successful completion of the CPE activity and subsequent awarding of credit (e.g., post-test , completing evaluation form, sessions or certain combinations of sessions that have been designed as a track, etc.).

Acknowledgment of any organization(s) providing financial support for any component of the educational activity

For home study activities: the initial release date and the expiration date

\*Note: for multi-day conferences, the learning objectives may be listed for the overall conference instead of individual activities on the activity announcement. The items with an asterisk must be listed in the final conference program if they are not listed on the activity announcement.