Document Checklist

The following documents are required for Continuing Education accreditation. Electronic files preferred, scanned copy accepted.

**Before event:**

Completed Accreditation Application with approval

Signed Contract of Duties (if needed)

Completed Disclosure Statements from all presenters, coordinator’s & anyone directly contributing to content presented (no later than one week before event date)

Current CV for all presenters (No older than 2yrs, separate files for each person & no later than one week before event date)

Draft of program syllabus/brochure/schedule of events/agenda

Draft of program advertisement (Accreditation wording will be provided to you to be included upon approval)

Copy of all materials presented (no later than one week before event date)

**After event:**

Copy of all materials presented if changes were made after initial submission

Final program syllabus/brochure/schedule of events/agenda

Final program advertisement with ACPE Continuing Pharmacy Credit required text

**Conclusion of Program:** Invoice will be issued for fees accrued 1 month after the event. Reporting hours and evaluation summaries will also be provided at this time.