Document Checklist

The following documents are required for Continuing Education accreditation. Electronic files preferred.

**Prior to assigning a Program Number:**

[ ]  Completed Accreditation Application with approval

[ ]  Signed Contract of Duties

[ ]  Completed Disclosure Statements from all presenters

[ ]  Current CV for all presenters

[ ]  Draft of program syllabus/brochure/schedule of Events

[ ]  Draft of program advertisement

**After Program is presented**

[ ]  Copy of all materials presented

[ ]  Copy of completed evaluations

[ ]  Typed list of attendee’s

[ ]  Copy of sign-in sheet if used

[ ]  Completed Request for Credit forms (with-in 2 weeks of program date)

[ ]  Final program syllabus/brochure/schedule of events

[ ]  Final program advertisement

**Conclusion of Program:** After credit is awarded an invoice will be issued for fees accrued.