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.