

5 EASY STEPS TO DESIGNATE A REGULARLY SCHEDULED SERIES (RSS)**Step 1 – Contact Accreditation Office prior to planning.**

- The Client (Activity Director or their designee) contacts Duke to plan a Regularly Scheduled Series (RSS) for Joint Accreditation.

1**Step 2 – Client completes and submits the Joint Accreditation application in Ethos.**

- To complete the online application please go to https://ja.dh.duke.edu/admin/structure/entity-type/course_application/course_application/add
- Applications should be sent to Duke **no less than 6-8 weeks** prior to the date of the activity.
- Duke will review the application to ensure all requirements for designation are met within five (5) business days.

2**Step 3 – Activity Director and the Co-Director(s), list of planning committee members, complete Duke disclosure form.**

- You can check to see if your Faculty and speakers have a current disclosure on file by calling the Accreditation Office.
- If they do not have a disclosure on file please have them complete and/or update their disclosure. Please email completed disclosures to Brandie Jones, brandie.jones@duke.edu and Sally Morgan, sally.morgan@duke.edu.
- Any speakers that are *not* Duke Faculty will also need to submit a copy of their disclosure. Please email completed disclosures to Brandie Jones, brandie.jones@duke.edu and Sally Morgan, sally.morgan@duke.edu.

3**Step 4 – Review and Approval of RSS Activity.**

- The Accreditation Coordinator will review and approve the RSS JA Application.
- Once the JA Application has been approved, the Accreditation Coordinator will email a designation letter indicating the total number of credits designated.
- The Accreditation Coordinator will upload the RSS series into Ethos.
- Once the series has been uploaded into Ethos, the RSS Associate is responsible for the following:
 - a. Pulling a text code
 - b. Manually entering learners who do not use the texting feature
 - c. Editing topics, speakers and dates if need be

4**Step 5 – Grants in Support of Your Regularly Scheduled Series.**

If your Series will be funded by a Grant (now or at some point during the fiscal year), please follow these steps:

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- Submit a copy of the LOA to Brandie Jones, brandie.jones@duke.edu, with an SPS#
- Submit a copy of the grant budget (how will you spend this grant money for your series)
- Our legal department will review any grants, request revisions if applicable, and approve
- Once the grant is approved, we will sign and return to you to obtain all other signatures
- You will be provided a fully executed grant for your files

**For technical support, please email Brandie Jones, brandie.jones@duke.edu or email the CEPD mailbox, cepd-jac@duke.edu.