

Regularly Scheduled Series (RSS) & Grand Rounds Checklist

Please refer to the [Course Admin Resources](#) listed under the Help Center on the [Duke CEPD Website](#) to find instructional materials and other required documents.

Prior to Submitting the Application

Applications:

- RSS/Grand Rounds are approved for by the calendar year (January thru December).
- Submit all RSS & Grand Rounds Applications for upcoming calendar year by **November 1** every year.
- Include finalized dates & times for all sessions for *at least* the first 6 months of the year. You may include the entire year's dates and times if they are known.
- **Disclosures:**
 - All planning members & presenters must Complete the [Duke Continuing Education Disclosure](#) form.
 - Applications will not be approved until disclosures are complete.
 - View completed disclosures on the [CE Disclosure Dashboard](#).
 - We understand speakers for RSS's often change or are decided the week of the session. Once a speaker is selected, they need to complete a disclosure form and the CE office must be notified if there is any financial relationships prior to the presentation.

Grant Funding: If your event involves grant funding, please submit all grants (without redaction) as soon as possible.

8 Weeks before the First Session

Marketing Materials: including brochures, "save-the-date" flyers, and website announcements. Marketing must be approved and contain the correct accreditation statement(s), logo(s), and Credit Amount.

Grant Agreements: Signed and Co-Signed by Duke CE. (You may not provide grant information on marketing materials/syllabus unless the Duke CE Office has a fully executed the grant agreement).

Before each individual Session

Email speaker updates and topics to: [Duke Continuing Education Department - CEPD-JAC@dm.duke.edu](mailto:CEPD-JAC@dm.duke.edu).

Mitigation: The Duke CE Office will provide mitigation steps for the Course Admin to relay to the presenters.

Please make sure that learners know the Duke Continuing Education website address of <https://ja.dh.duke.edu/> to be able to log in to their account.

Duke users can login with their Net ID & password. Non-Duke Attendees must [Register A Duke OneLink Account & Activate Duke CE Profile](#).

Attendance: If learners request credit, their attendance documentation is required. Please ensure that learners know the **Duke CE text phone number (919) 213-8033** and **RSS Text Code** for each session.

Requirements must be maintained at all times to prevent credit being revoked.