



# Enduring 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.

## Enduring Material

- Content is available for the learner to complete at a time & place of the learner’s choosing.
- Activity is on demand without a specific time or location designated for participation
- Content can be accessed at any point during the lifespan of the activity without a designated time for participation
- Examples: online interactive educational modules, recorded presentations, etc.

## Enduring Credit Application Requirements

- If this was a previous live activity with credit, a new application must be submitted (may be cloned)
  - It is highly recommended you partner with an experienced planner/educator to plan enduring content and submit an enduring application
  - Enduring activities must have at least 30 minutes of eligible content
  - Each enduring activity requires an individual application
    - Exceptions for activities that are bundled together and required to be completed as a package
  - Title(s) of the Module
  - In the Description section of the application, include the following information:
    - Format of the content being provided for upload into the LMS (jpeg, mp4, articulate, PowerPoint, etc.)
    - Which LMS system is the module planning to be loaded into (Duke LMS, Ethos/Duke CE site, specify which if any other)
    - Indicate if the content is specifically targeting a particular audience (is the content specific to a facility site or specific to health care roles – also select this in the target audience section)
    - Need for additional contracts or assistance
  - Upload the following documents in the budget section of the application
    - Content outline with time stamps
      - Particularly sections that are eligible for credit
  - Any/all contracts involved in developing/producing the content
  - Any/all grants related to the project
  - Any/all consents obtained
    - Critical if patients were involved in filming
  - Content review dates
  - Date content is intended to go live to learners
- Needs Assessment:** Evidence-based educational need supporting documentation is required to support the application.
  - Designation Letter:** You will receive once the Duke CE office has all of the required elements (Above) and the application.

## Enduring Content Requirements

- Must meet Credit Eligibility Requirements
- Citations/Resources as applicable
- The purpose of enduring must be included in the enduring content for the learner
- Clear instructions for learners on requirements for successful completion
- Assessment/Evaluation of learning
  - Quiz/questions throughout or at the end of the activity
  - 3-5 questions per hour of content



- Multiple choice or true/false  
No short answer or fill in the blank

**Enduring Content Requirements: Other LMS System (Additional)**

- Provide Attendance Roster ( Quarterly/Semi-Annually)
- Attendees are required to complete an evaluation at the end of the course. Evaluation results should be sent to Duke CE office. ( Quarterly / Semi-Annually)