



Duke CE Application Requirements

Credit cannot be retroactively awarded. Submit applications a minimum of 8 weeks prior to the expected start date of an activity to allow sufficient time for approval process.

Section/Sub Sections:	Lives	RSS	Enduring	CEPD LIVE
Description:	Description of course. *Include previous course code if renewal.			
	X	X	X	Include API/LMS, date(s), time, location, max capacity, etc
Title:	Enter Course Title			
	X	X	X	X
Dates:	Start date should be the first date the course is offered. Event date should be the date the course is occurring. Repeat dates can be included in description as necessary. Frequency for RSS's only			
	X 1-2 years depending on content	Yearly basis Frequency: specify schedule/other (Weekly, Monthly, Quarterly, Etc.)	Start date & how long the course will be available thru a calendar year.	X 2 years
Credit(s) requested:	Credit requested, planning committee & target audience must match			
	X	X	X	X
Sponsorship:	Directly Sponsored (if Jointly, contact CE office)			
	X	X	X	X
Faculty: Accurate spelling, no nicknames, include licenses and/or role	All planning/committee member and presenters to be included. Credit requested, planning committee & target audience must match Disclosures: Each planning member & presenter should submit disclosures prior to application being submitted. Mitigations: The CE Office mitigates all financial relationships. Formal documentation is provided to planner for expectations and records.			
	X	X *speakers may change/be decided the week of the session. Presenter disclosures must be submitted as soon as a presenter is determined	X	X
Audience:	Credit requested, planning committee & target audience must match Select Target Audience, Geographic Location, Enter Total Estimated Audience & Specialties			
	X	X	X	Max Audience for scheduling
Competencies:	Select as appropriate. Applicants must agree to: ACCME Standards & DUKE Health JA policies LINK			
	X	X	X	X
Gap Analysis:	Practice Gap should demonstrate valid need for activity. Reviewer may request additional evidence. Select Gap & Identify Need using evidence based data.			
	X	X	X	X



Learning Objective:	Using Bloom’s taxonomy action verbs LINK . Desired result –outcome would like to see. Designed to should relate to selected gap			
	X	X	X	X
Barriers:	Must include ways to address barriers if identified			
	X	X	X	X
Agenda:	Required if over 1h, with start & end times			
	X	NA	NA	X
Financial:	Budget should include full financial document with all fees, honorarium, grants, budget, commercial support, etc., grants must include full contracts			
	X	X	X	X
Marketing:	Must be submitted with application - includes brochures, “save-the-date” flyers, & website announcements. Cannot be disseminated until CE activity has been approved via receiving Designation Letter. Planners can promote unapproved activities by sending a “save-the-date” with NO mention of CE credit. Any “save-the-date” should also be included with the CE application			
	X	X	X	X
Syllabus (if used): CE Office must review & approve	2 weeks prior to course (refer to the Syllabi Required Elements Document in the DCRI_K Drive folder) look for appropriate required: a. verbiage b. logos c. no HIPAA violations			
	X	X	NA	X
Presentations: CE Office must review & approve	2 weeks prior to course, look for appropriate a. verbiage b. logos c. no HIPAA violations			
	X	NA	Videos, quiz questions & content timing required	CEPD CNE Responsibility
Roster:	Required within 14 days of the course conclusion			
	X	Ethos SMS Code * special circumstances by approval	Via platform	X
Special Considerations:				
		Application required for each RSS, not each session		