Duke CE Application Requirements

Section/*Sub Sections*	Lives	RSS	Enduring	CCLD
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.)	1-2 years from the start date.	X 2 years
Credit(s) Requested:	*Credit requested, planning committee & target audience must match*			
	X	X	X	X
Sponsorship	Directly Sponsorship (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

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
Needs Assessment	Evidence-based documentation to support the need for the course; What is the reason for the course to be taught and providing documentation for it.			
	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	CCLD 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		