



Enduring Activity Application Checklist

*Refer to Course Admin Resources found in the Help Center on the [Duke CE Website](#) to find additional resources

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

Enduring Content Requirements

- Must meet [Credit Eligibility Requirements](#)
- Citations/Resources as applicable
- 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