



Duke Continuing Education

Sample CE Activity Agenda

All Continuing Education (CE) activities must include a clear timeline so the Continuing Education Office can determine the appropriate credit. Course Administrators should provide an overview of the entire activity from start to finish, even if only portions are accredited.

Please review the sample CE Activity Agenda below for guidance.

7:00-7:30 am	Breakfast <ul style="list-style-type: none">○ No Credit
7:30-8:00 am	Meeting <ul style="list-style-type: none">○ No Credit
8:00-8:30 am	Registration/Sign-In <ul style="list-style-type: none">○ No Credit
8:30-9:00 am	Introduction of Speakers <ul style="list-style-type: none">○ No Credit
9:00-10:00 am	Educational Presentation 1 <ul style="list-style-type: none">○ 1 Educational Credit Hour
10:00-10:15 am	Break <ul style="list-style-type: none">○ No Credit
10:15-11:15 am	Educational Presentation 2 <ul style="list-style-type: none">○ 1 Educational Credit Hour
11:15-12:00 pm	Question & Answer Session <ul style="list-style-type: none">○ .75 Educational Credit Hours
12:00-12:30 pm	Lunch <ul style="list-style-type: none">○ No Credit
12:30-1:30 pm	Exhibitors <ul style="list-style-type: none">○ No Credit○ Exhibitors may not present unless there is a 30min break between the exhibitor's presentation and the educational content. ACCME Standard 5.○ Exhibitors must be in a separate geographical location from where the educational content takes place. (They must be in a separate room)