

**University of California, San Diego**

**Skaggs School of Pharmacy and Pharmaceutical Sciences**

**Guidelines for Hosting a Pharmacy Continuing Education Course**

**FACULTY PROVIDER'S CHECKLIST FOR THE NOTIFICATION OF COURSEWORK FORM**

**(DUE 30 DAYS IN ADVANCE)**

- Faculty Provider's Name (Contact Person)
- Course title
- Date and time of the course
- Contact hours for the course
- Educational objectives, course content, teaching method, technique used to evaluate the course and description of the target audience
- Name, title and curriculum vitae for each faculty/presenter/author
- Syllabus and supportive materials
- All promotional and registration materials, if applicable

**EMAIL TO MERCEDES LANZMASTER (EMAIL: MLANZMASTER@UCSD.EDU)**

**AND COPY BROOKIE BEST (EMAIL: BROOKIE@UCSD.EDU)**