

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 ALCOSER (EMAIL: MALCOSER@UCSD.EDU)

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