



# Continuing Education Program Guidelines Quick Review Sheet

The following is a quick review of the guidelines to help prepare for a continuing education (CE) program. These guidelines reflect the current standards required by California Accreditation for Pharmacy Education (CAPE) and the California Board of Pharmacy for accredited continuing education providers. For detailed information regarding each guideline, please reference the CAPE Standards of Practice for Recognized Providers of Pharmacy Continuing Education.

\* One CE Hour equals 0.10 CE units (CEUs) -- to convert contact hours to units, divide the CE contact hour(s) by 10, or move the decimal point once to the left. (A CE Unit is equivalent to 1/10th the CE contact time)

## **Some Important Points**

- One (1) hour of CE credit shall be awarded for every 50 – 60 minutes of coursework.
- Courses less than 50 minutes in length will not be accepted.
- All programs must be presented in an in-depth, unbiased manner with fair, full disclosure and equitable balance.

## **Faculty Biography and Curriculum Vitae**

The faculty's biography and curriculum vitae should be detailed enough to reflect that they have the current knowledge and skills in the subject matter being presented.

## **Educational Goal Statement and Learning Objectives**

A "goal statement" provides the reason the course is being taught. The following is an example of a goal statement (please note the general nature of this statement):

*The goal is to identify or describe the physiological changes that may occur as a result of a myocardial infraction.*

"Learning Objectives" expand on the goal statement by detailing 1) participant performance, 2) conditions of learning, and 3) methods for measuring learning. The following illustrates learning objectives:

*As a result of this class, the participant will be able to independently and without the use of references list five signs of congestive heart failure.*

## **Promotional Materials**

Publicity for course offerings should include the following items without being misleading:

- Provider name & number
- Name of accrediting agency (CAPE)
- Course title & brief description
- Nature of target audience
- Name & credentials of faculty/presenters/authors
- Name & address of facility where CE will be held
- Educational goal statement & learning objectives of each course offered
- Number of CE hour(s) to be awarded upon successful completion
- Program fees & what those fees cover
- Pre-program cancellation deadlines and refund policy
- An approximation of when participants will receive document of attendance
- Course expiration date (3 years from the date of the initial program offering)

## **Syllabus for a Live CE Program**

Live CE programs requires a comprehensive syllabus that includes the following:

- Educational goals & learning objectives
- An outline with a brief description of the content presented for each topical area
- An indication of which learning objectives are related to each topical area
- The time period for each topic of content area presented
- A bibliography of reading materials for further study

The syllabus shall be in sufficient detail to remind participants about the nature and extent of subjects covered if they refer to it after completion of the course. Bare outlines are not adequate.

## **Supportive Materials (if applicable)**

The materials (i.e. handouts, workbooks, additional reference sheets) should prove directly relevant to course content and serve as references upon completion of the program.

## **Audio-visual Materials (if applicable)**

All materials (i.e. PowerPoint slides, audio or video-tape, etc.) should be in the proper sequence and correspond with the program syllabus. Quality and correctness of these materials will be taken into account during the annual audit.

## **Evaluations**

Providers must require participants to evaluate the course and attainment of the learning objectives at the conclusion of each course.

**Evaluating Participant's Reaction to the Course** may include, but not limited to:

- Relevance of the content to participant objectives
- Teaching effectiveness of each faculty member
- Applicability of syllabus/supportive materials to course content
- Pace of presentation
- Faculty responsiveness to participant's questions
- Adequacy of physical facilities & equipment relevant to the learning experience
- Quality of logistics (lighting, acoustics, audio-visuals, etc.)
- Achievement of participants' personal objectives
- Understanding of material presented
- Overall satisfaction with the program

## **Evaluating Participants Attainment of Learning Objectives (Post-Test)**

This should consist of multiple choice and/or true-false questions. On lengthy presentations (more than two hours), several questions should be asked correlating to each learning objective. For a program lasting less than two hours, one question per objective will prove adequate to assess the participant's learning experience, with a minimum of five questions. An answer key should be included and a score of at least 70% indicates an acceptable transfer of information.

## **Statement of Credit**

Documentation of course completion for both "live" and "independent study" offering must contain:

- Space for name of attendee
- Provider name and number
- Course title
- Number of hours awarded
- Date of completion
- Course expiration date (3 years from the date of the initial program offering)
- Name of accrediting agency (CAPE)
- Signature of CE Administrator