CHECKLIST FOR HOSTING A PHARMACY CONTINUING EDUCATION COURSE

NOTIFICATION OF COURSEWORK FORM
http://pharmacy.ucsd.edu/adminforms/Notification_of_Coursework.pdg
(DUE 30 DAYS IN ADVANCE)

☐ Faculty Provider’s Name and Contact Person (notification of coursework form)

☐ Course title (notification of coursework form)

☐ Date and time of the course (notification of coursework form)

☐ Contact hours awarded for the course (notification of coursework form)

☐ Facility Name and Address where course was held

☐ Educational Goals Statement and Learning Objectives (Please see Program Guidelines)
   Outline a Brief description of the overall course content, teaching method and target audience


☐ Name, title, Biography and Curriculum Vitae for each faculty/presenter/author

☐ Syllabus/Presentation (electronic, ppt)

☐ Supportive Materials (additional handouts, workbooks, A/V Mats, etc., if applicable)

☐ Post-test w/ Answer Key (sample copy, electronic)

☐ All Promotional and Registration Materials (flyer, web, etc.)

EMAIL NOTIFICATION OF COURSEWORK FORM AND ALL COURSE MATERIALS TO:

VICTORIA BANKS (EMAIL: VBANKS@UCSD.EDU)

AND COPY DOUG HUMBER (EMAIL: DMHUMBER@UCSD.EDU)

Within 5 working days of the CE Course completion, please provide the following to Victoria Banks, PSB 2262; vbanks@ucsd.edu

☐ Program Evaluations and Summary Report

☐ A Continuing Education Participant List (RSVP List, Course List, Mailing list, etc... electronic version including names and emails)

☐ Record of Attendance (Signature, email address and license number must be provided)