CHECKLIST FOR HOSTING A PHARMACY CONTINUING EDUCATION COURSE

Title of Course______________________________________________________________

Speaker’s Name & Professional Designation____________________________________

Course Number Assigned ______________

☐ 30 DAYS IN ADVANCE OF THE CE COURSE, EMAIL NOTIFICATION OF COURSEWORK FORM AND ALL COURSE MATERIALS ELECTRONICALLY TO:

☐ LORALYN CROSS (lkcross@ucsd.edu) AND COPY DOUG HUMBER (dmhumber@ucsd.edu)

☐ NOTIFICATION OF COURSEWORK FORM (DUE 30 DAYS IN ADVANCE)

☐ Syllabus (see page 2 of CAPE Program Guidelines for details)

 ✓ Educational Goals Statement and Learning Objectives (see page 1 of CAPE Program Guidelines for details)
 ✓ Detailed outline and/or presentation data (ppt slides, articles, case studies, etc.)
 ✓ A bibliography of reading materials or list of resources for further study

☐ Curriculum Vitae for each faculty/presenter/author

☐ All Promotional and Registration Materials (see page 1 of CAPE Program Guidelines for details)

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

☐ Audio-Visual Materials (audio or video, if applicable)

☐ Post-test “Attainment of Learning Objectives” w/ Answer Key (see page 2 of CAPE Program Guidelines for details)

☐ WITHIN 5 WORKING DAYS OF THE CE COURSE COMPLETION, PLEASE PROVIDE THE FOLLOWING TO:

☐ LORALYN CROSS, PSB 1151; (lkcross@ucsd.edu)

☐ Program Evaluation (see template)

☐ Evaluation Summary Report (tally of attendee responses – see template)

☐ A Continuing Education Participant List (RSVP List, course list, mailing list, etc. including names and email addresses)

☐ Record of Attendance/Sign-In Sheet (see template)

Updated December 2016