

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

- Notification of Coursework Online Form (Due 30 days in advance)
- All Promotional Materials (flyer) and info needed to create Registration Form (see page 1 of CAPE Program Guidelines for details)

❖ 14 DAYS IN ADVANCE OF THE CE COURSE SEND COURSE MATERIALS ELECTRONICALLY TO:

❖ EMAIL: PHARMACY@UCSD.EDU AND COPY DOUG HUMBER (dmhumber@ucsd.edu)

- 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
- 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:

❖ PHARMACY@UCSD.EDU

- Record of Attendance/Sign-In Sheet (will be provided to you prior to event for sign in at the event)