

GUIDELINES FOR CONTINUING EDUCATION APPLICATION (Internally Approved – Short Program)

This application is to be used only for Continuing Education sessions of 1 hour (or less) in length. Activities not appropriate for continuing education credit include: Orientation to unit, equipment or products, Skill Performance Lab, and Basic Life Support.

All requests MUST be submitted 1 WEEK PRIOR to the date and time of the short program

PRIOR TO SESSION

1. Please complete in Microsoft Word; please type, do not hand write.
2. Complete title of session, name of person requesting contact hour approval, unit and telephone number.
3. Complete date and time session is to be presented. Please indicate length of session (i.e., 1200-1215). Approval is granted only for date(s) of session designated in the application. **A new application is required for each planned educational session.**
4. Briefly list the presenter(s) and their qualifications (i.e., Ima Sample, RN - Clinical Nurse for 5 years. Attended conference on topic or did literature review on topic).
5. Provide a brief description of the session (overall goal).
6. Provide objectives for the session (no more than 3).
7. Indicate the teaching method(s) to be used for the session.
8. Describe the target audience and estimate the number of participants for the session.
9. Send the application to the e-mail box UCH-Short CE Request (uch.ShortCERrequest@uch.edu).
10. Contact hours are calculated as follows:
 - 30 minute session = .5 Contact hour
 - 60 minute session = 1. Contact hour
11. The following will be provided back to the Short CE requestor after the application has been reviewed and approved. It is the requestor's responsibility to make sufficient copies of these documents for participants attending the class.
 - Blank CE Cert with session information
 - Link to download the evaluation form and roster sheet

AFTER SESSION

1. Return attendance record and evaluations, stapled together, to Professional Resources CE Program Assistant, Mail-stop 901.
 - **Be sure that the title on your attendance record and evaluations match the title indicated on the application. We have no other way to match these materials with the application.**
 - Evaluations will only be reviewed. They will *not* be summarized, collated or redistributed.
 - If you wish to keep a record of your unit-based continuing education sessions, please copy all materials for your files **prior to** sending them to Professional Resources.
2. A copy of the application, attendance record, and evaluations are maintained on file in Professional Resources.