

Requirements for application of CE Credits

1. Fill out the current Academic Year Application for APA Credit. This should be submitted to Lynn Radnich (lradnich@mail.med.upenn.edu) as soon as you decide to offer CE credit. Once your application has been approved, then you can move forward with your Program Brochure/Schedule. There are 3 pages to this application.
2. Each presenter must fill out the Declaration of Disclosure and the Form for Current Materials with References. (The financial disclosures must be listed on promotional materials.)
3. There is a list of all documentation that must be included in the Brochure/Announcements. Please send Jamie Good a copy of the brochure BEFORE it goes to print, so that it can be approved.
4. If you are having a series of lectures, then a Needs Assessment Survey is required. One time conferences do not need to submit.
5. Curriculum Content must also be submitted in support of each application.
6. Included are sample evaluation forms. Please chose and adapt the forms to your needs. These forms must be submitted with your final paperwork.
7. Please note the new Procedure for Dealing with Complaints.
8. Statistical Reports are to be returned with your final paperwork.
9. Also attached is a guide to writing Behavioral Learning Objectives.
10. When you are submitting your list of participants, please include their email address. We will send a pdf of their certificate and letter to their email address as opposed to their mailing address. Many certificates are returned with no forwarding address.