

**Program Materials Checklist of Required Items**

| **√**  **OK** | **SYLLABUS/EVENT MATERIALS** | **√**  OK | PROMOMOTIONAL **MATERIAL** | **ITEM** |
| --- | --- | --- | --- | --- |
|  | Yes |  | Yes | Education purpose, goals and learning objectives for the event |
|  | Yes |  | Yes | Target Audience |
|  | Details below |  | Yes | Faculty members, credentials/degrees |
|  | Yes |  | Optional expansion of faculty info | Faculty members, credentials/degrees, title/position, institution and state |
|  | Yes |  | Note | Faculty and planning committee member Disclosure Information (for Promomotional materials, you may state how audience will receive disclosure & what info.) Disclosure information should be at the front of the syallbus. |
|  | No |  | Yes | Fees and a clear statement of items that are or are not covered by those fees, as well as deadlines and cancellation policy. |
|  | No |  | Yes | Refund information (including no refund if applicable) |
|  | Yes |  | Yes | Schedule of educational activities (begin & end times) |
|  | Yes |  | Yes | The amount of continuing education credit, specified in CME, contact hours, CEUs, and CPEUs that can be earned through participation and successful completion of the program. |
|  | Yes |  | Yes | The official logo of each accrediting organization is used as appropriate in conjunction with the official statement identifying the approved provider(s) sponsoring or co-sponsoring the program. (ASPEN will provide )   * Joint accreditation statement and logo * AMA PRA Category 1 credit statement. * CDR logo * IPCE statement and logo * Pharmacist UANs |
|  | Yes |  | Yes | Americans with Disabilities Act statement |
|  | Yes |  | No | Policy on grievances |
|  | Yes |  | Yes | Define successful completion (Requirements to receive credit) i.e. attend in full, complete evaluation, take test… |
|  | Yes |  | Yes if known | Acknowledgement of outside organization(s) providing financial support will be included, but will not be product specific. MUST BE AT THE BEGINNING OF THE SYLLABUS |
|  | Yes |  | Yes | Educational activities distinguished from non-educational |
|  | Yes |  | Yes | Release (Presentation) date and schedule. Expiration date if applicable |
|  | Yes |  | No | Objectives for each presentation. |
|  | Ideal to have |  | No | Self-Assessment exercises for each presentation i.e. solve case study, answer minimum of 3 questions. |
|  | Yes |  | Yes | Computer requirements – hardware and software- when applicable |
|  | Yes |  | Yes | Mechanism to reach the provider/provider contact information |