

NANCEAC Steps and Checklist for CE Development and Reporting

General overview and checklist of the steps required for a NANCEAC-accredited provider to develop and report on EACH CE activity.

1. Submit a completed CE Development Worksheet

- a. Forms should be sent to NANCEAC no less than one (1) month prior to the date of the activity (forms received less than 1 month prior to the date of the activity may incur an additional fee or result in loss of accreditation).
 - i. Required documents attached to the CE Development worksheet
 1. Presenter's CV
 2. Needs assessment supportive documentation (i.e., if you checked "Survey of Target Audience" in the "Needs Assessment Data and Sources" table, you must provide the survey results)
 3. Syllabus or outline with times, topics, and specific type and number of CE credit hours awarded.
 4. Evaluation form that will be given to participants
 5. *NANCEAC Financial Disclosure and Attestation Forms* that have been completed for the CE Program Director, all Presenters, and any others planning, developing, or executing CE activities.
 6. Budget detailing projected income and expenses (if you are a commercial entity, otherwise a budget is not required)
- b. NANCEAC reviews the worksheet and attached documents to ensure completion and provides feedback within ten (10) business days.

2. Submit the Post Activity Report

- a. Forms should be sent to NANCEAC no more than thirty (30) days after each live CE activity. For each continuous CE activity, you must submit the *Post-Activity Report* after one (1) year, and then annually (forms received late may incur an additional fee or result in loss of accreditation).
 - i. Required documents attached to the CE Development worksheet
 1. Complete sign-in sheets or credit attestation forms for each day
 2. Evaluation summary (separated by types of healthcare professionals)
 3. One copy of the brochure, enduring materials, marketing materials and one copy of the syllabus/meeting folder
 4. Final budget report, listing all income and expenses (if you are a commercial entity, otherwise a budget is not required)
 5. Copies of commercial support grant checks and/or check numbers and date paid (if you are a commercial entity, otherwise it is not required)