



CERI CONTINUING EDUCATION ACTIVITY APPROVAL WORKSHEET

Due Date: All documents must be received a minimum of 60 days prior to event date start.

Contact Person: _____

Address: _____
 (For mailing of CE information/correspondence) (City) (State)

Contact Phone: _____ **Contact Email:** _____

Organization/company offering CE activity: _____

Location of the activity: _____

Beginning date of activity: _____ **Ending date of Activity:** _____

Total CEUs offered: _____ **Total Hours offered:** _____
 (60 minutes or 1 contact hour = 0.1 CEU, time does not include breaks)

Activity Title (not to exceed 60 characters): _____

Description of activity (not to exceed 300 characters): _____

Instructional Level:

- Introductory – assumes little/no familiarity with the area. Advanced – assumes thorough familiarity with the area
 Intermediate – assumes general familiarity with the area Various – single level cannot be determined; multiple sessions

Content Code: Professional Parent

Type of Activity:

- Workshop In-service Teleconference/Webinar
 Seminar Journal Group Independent Study
 Conference Study Group

Subject Code (check up to three)

<input type="checkbox"/> KPS 1.1	<input type="checkbox"/> KPS 2.1	<input type="checkbox"/> KPS 3.1	<input type="checkbox"/> KPS 4A.1	<input type="checkbox"/> KPS 4B.1	<input type="checkbox"/> KPS 4C.1	<input type="checkbox"/> KPS 4D.1	<input type="checkbox"/> KPS 4E.1	<input type="checkbox"/> KPS 4E.1	<input type="checkbox"/> KPS 4F.1	<input type="checkbox"/> 5.1
<input type="checkbox"/> KPS 1.2	<input type="checkbox"/> KPS 2.2	<input type="checkbox"/> KPS 3.2	<input type="checkbox"/> KPS 4A.2	<input type="checkbox"/> KPS 4B.2	<input type="checkbox"/> KPS 4C.2	<input type="checkbox"/> KPS 4D.2	<input type="checkbox"/> KPS 4E.2	<input type="checkbox"/> KPS 4E.2	<input type="checkbox"/> KPS 4F.2	<input type="checkbox"/> 5.2
<input type="checkbox"/> KPS 1.3	<input type="checkbox"/> KPS 2.3	<input type="checkbox"/> KPS 3.3	<input type="checkbox"/> KPS 4A.3	<input type="checkbox"/> KPS 4B.3	<input type="checkbox"/> KPS 4C.3	<input type="checkbox"/> KPS 4D.3	<input type="checkbox"/> KPS 4E.3	<input type="checkbox"/> KPS 4E.3	<input type="checkbox"/> KPS 4F.3	<input type="checkbox"/> 5.3
<input type="checkbox"/> KPS 1.4	<input type="checkbox"/> KPS 2.4	<input type="checkbox"/> KPS 3.4		<input type="checkbox"/> KPS 4A.4	<input type="checkbox"/> KPS 4C.4	<input type="checkbox"/> KPS 4D.4	<input type="checkbox"/> KPS 4E.4	<input type="checkbox"/> KPS 4E.4	<input type="checkbox"/> KPS 4F.4	<input type="checkbox"/> 5.4
<input type="checkbox"/> KPS 1.5	<input type="checkbox"/> KPS 2.5	<input type="checkbox"/> KPS 3.5		<input type="checkbox"/> KPS 4B.5	<input type="checkbox"/> KPS 4C.5	<input type="checkbox"/> KPS 4D.5		<input type="checkbox"/> KPS 4E.5	<input type="checkbox"/> KPS 4F.5	<input type="checkbox"/> 5.5
<input type="checkbox"/> KPS 1.6		<input type="checkbox"/> KPS 3.6		<input type="checkbox"/> KPS 4B.6	<input type="checkbox"/> KPS 4C.6					<input type="checkbox"/> 5.6
<input type="checkbox"/> KPS 1.7		<input type="checkbox"/> KPS 3.7		<input type="checkbox"/> KPS 4B.7	<input type="checkbox"/> KPS 4C.7					<input type="checkbox"/> 5.7
<input type="checkbox"/> KPS 1.8					<input type="checkbox"/> KPS 4C.8					<input type="checkbox"/> 5.8
<input type="checkbox"/> KPS 1.9										<input type="checkbox"/> 5.9
										<input type="checkbox"/> 5.10

Needs Assessment: *HOW YOU CAME TO DECIDE THE OFFERING WAS OF VALUE TO COMMUNITY.* Check all that apply:

- Interviewed key individuals Surveyed sample population Conducted focus group(s)
 Other _____

Learning Outcomes: List the skills, knowledge and/or attitudes (learning outcomes) participants will be able to demonstrate as a result of this activity. These must be measurable such as: participants will: demonstrate or describe or identify, etc.

Assessment of Learning: List the method(s) you will use to assess the learner outcomes. Include sample form(s) if applicable.

Time Ordered Agenda: A time ordered agenda that lists the activity's schedule by time periods including content, instructional personnel, etc.

Promotional Material: Attach the draft brochure or information you will use to advertise and promote this activity. The final published brochure must be forwarded to MSHA as soon as available. Ensure that the promotional brochure/information contains the appropriate disclosure statements as described below.

Program evaluation: Attach a program evaluation.

Instructional Personnel: Provide each speaker's name, affiliation and a brief description of qualifications.

Instructor/Speaker Disclosure: Indicate the method you will use to disclose to participants the proprietary interests or affiliation of each instructor/speaker:

- Announcement by instructor/speaker
 Announcement by individual introducing the instructor/speaker
 Printed information distributed to participants prior to activity (attach sample)

Requirements for satisfactory completing/award of CEUs:

- Attendance (describe method you will use to verify attendance or provide an example)
 Attainment of learning outcomes (describe method you will use or provide an example)

Course Content Disclosure

- This program does not provide promotional information about a product or service.
 This program does provide promotional information about a product or service.
 A Content Disclosure statement is provided in the promotional brochure.

Speaker/Planner Disclosure

- This program did not receive financial or nonfinancial support for the speaker/planner.
- This program did receive financial or nonfinancial support for the speaker/planner. Sample disclosure(s) to participants is provided.

Completion of the Program Planner/Instructional Personnel Relationship Disclosure Form

- Disclosure form was completed by the Speaker/Instructor and is enclosed.
- Disclosure form was completed by the Planner(s) and is enclosed.

Course Financial and In-Kind Support Disclosure

- This program did not receive financial or in-kind support to hold this event.
- This program did receive financial or in-kind support to hold this event. Sample disclosure(s) to participants is provided.

