**Checklist for Items to be submitted in addition to Application**

This page does not have to be included with the application

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| --- | --- |
|  | Agenda – For activities ≥3 hours (include breaks & lunch) |
|  | Test/Return Demonstration  |
|  | Evaluation (must have outcomes on evaluation) |
|  | **\***Speaker Form (formerly known as BIO form) – required for all speakers, only need yearly.  |
|  | **\*** Financial Relationship Form (only need for Nurse Planner, Content Expert & anyone with a conflict that had to be mitigated). Only need once per year |
|  | Commercial Support Agreement , if applicable |
|  | Joint Provider Agreement, if applicable |

**\*Only need yearly**

Submit within 2 weeks of the event

|  |  |
| --- | --- |
|  | Summative Evaluation |
|  | Sign-in Sheet |

**NARS (Nursing Activity Reporting Systems) definitions:**

Course (C) - A course is a live educational activity where the learner participates in person.

Enduring Material (EM) - An enduring material is an activity that is printed or recorded and does not have a specific time or location designated for participation. Rather, the participant determines where and when to complete the activity.

Regularly Scheduled Series (RSS) – A regularly scheduled series (RSS) as a course that is planned as a series with multiple, ongoing sessions, e.g., offered weekly, monthly, or quarterly: **and is primarily planned by and presented to the accredited (approved) provider’s professional staff.** Examples include grand rounds, tumor boards, and morbidity and mortality conferences.

Internet Enduring Material (IEM) - An Internet enduring material activity is an "on demand activity," meaning that there is no specific time designated for participation. Rather, the participant determines when to complete the activity. Examples: online interactive educational module, recorded presentation, podcast.

Internet Live Course (IL) - An Internet live activity is an online course available via the Internet at a certain time on a certain date and is only available in real-time, just as if it were a course held in an auditorium.

 Journal-based CNE (JN) - A journal-based CNE activity includes the reading of an article (or adapted formats for special needs), an accredited (approved) provider learner engagement strategy (that may include reflection, discussion, or debate about material contained in the article(s), and/or a requirement for the completion by the learner of a pre-determined set of questions or tasks relating to the content of the material as part of the learning process.