**Checklist for Items to be submitted**

This page does not have to be included with the application

|  |  |
| --- | --- |
|  | Education Planning Form |
|  | Agenda – For activities ≥3 hours (include breaks & lunch) |
|  | Test/Return Demonstration  |
|  | Evaluation to be used |
|  | Instructor Information (formerly known as BIO form) – required for all instructors, only need yearly |
|  | Financial Relationship Form (formerly known as COI form) – required for anyone in a position to influence content i.e. planners, content expert, presenters |
|  | Commercial Support Agreement , if applicable |
|  | Joint Provider Agreement, if applicable |

Submit within 2 weeks of the event

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