

ACPE ACTIVITY REQUIREMENTS CHECKLIST

ACTIVITY TITLE:

ACTIVITY DATE:

This checklist is provided by LSHP to its activity cosponsors as a tool to fulfill ACPE requirements. Each item must be received by LSHP by the date listed. Please use it for every activity. *Each of the items listed below must be completed and submitted to LSHP by the due date listed.*

**A is the activity date. 'A-X' is 'X' days before the activity. 'A+X' is 'X' days after the activity.*

| <u>Date Due</u> | <u>Date Accomplished</u> | <u>Action Required</u> |
|-----------------|--------------------------|--|
| A – 40 | _____ | Complete Initial Speaker Contact Form |
| | _____ | Complete Initial Information Form |
| | _____ | Execute Letter of Agreement for grantor (if applicable) |
| | _____ | Receive Speaker CV |
| | _____ | Receive Speaker Agreement with Conflict of Interest and Disclosure Form. |
| A – 31 | _____ | Receive Activity Description Form (PDF) and Activity Announcement Template from LSHP |

STOP! IF THIS STEP HAS NOT BEEN COMPLETED BY P-31, CONTACT LSHP IMMEDIATELY OR YOUR ACTIVITY MAY NOT BE APPROVED FOR THE DATE PLANNED. IT IS YOUR RESPONSIBILITY TO ENSURE THE PDF WAS CREATED, EVEN IF LSHP RECEIVED YOUR ACPE ACTIVITY INITIAL INFORMATION FORM (IIF) ON A TIMELY BASIS.

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|--------------|-------|---|
| | _____ | Prepare Activity Announcement from template. |
| | _____ | Obtain copy of speaker presentation and learning assessment tools. |
| | _____ | Complete Peer Review and return comments to speaker. |
| A – 5 | _____ | Receive from LSHP the Activity Packet Materials including: <ul style="list-style-type: none"> -a list of current LSHP members -Continuing Education Report Forms for each participant -Activity Evaluations for each participant - On-site Evaluation |
| | _____ | Assign a activity monitor. |
| A | _____ | Monitor the activity. Assure that all attendees complete the CERF forms. Collect any fees required from participants. |
| A+ 7 | _____ | Submit to LSHP: <ul style="list-style-type: none"> - Copy of completed learning assessment tools, if collected (i.e. post test) - Completed CERF forms AND sign-in roster. - Completed activity evaluations - Payment for any CERF forms submitted by non-LSHP members along with the Check Transmittal Form. |