COURSE CODE:

INSTRUCTIONS: Before forwarding the material for review, verify that the following information appears on the material, the material has been copy edited, and then initial and date on page 6. Attach this checklist to the document to be reviewed.

COVER/FIRST PAGE
- Activity Title
- CME/CE-Certified Type of Activity
- Activity Date/Time (LIVE)
- Release and Expiration Dates (ENDURING)
- Activity Location (LIVE: Venue; WEB: Web Address)
- Providership Statement

CME ONLY OR CME/CE
- DIRECTLY PROVIDED: Provided by Rutgers School, Department and the Center for Continuing and Outreach Education at Rutgers Biomedical and Health Sciences
- JOINTLY PROVIDED: Jointly Provided by the Center for Continuing and Outreach Education at Rutgers Biomedical and Health Sciences and Joint Provider
- CO-PROVIDED: Co-Provided by the Center for Continuing and Outreach Education at Rutgers Biomedical and Health Sciences and Co-Provider
- A Jointly Provided Activity is one in which Rutgers works with an institution or organization that is not ACCME-accredited in the planning and implementation of a CME activity. A Co-Provided Activity is one in which Rutgers works with another ACCME-accredited provider in the planning and implementation of a CME activity.

CPE ONLY
- DIRECTLY PROVIDED: Provided by Rutgers School, Department and the Center for Continuing and Outreach Education at Rutgers Biomedical and Health Sciences
- JOINTLY PROVIDED: Jointly provided by the Center for Continuing and Outreach Education at Rutgers Biomedical and Health Sciences and Joint Provider
- A Jointly Provided Activity is one in which Rutgers works with an ACPE and/or non-ACPE accredited provider(s) in the planning and implementation of a CPE activity.

CNE ONLY
- DIRECTLY PROVIDED: Provided by Rutgers School, Department and the Center for Continuing and Outreach Education at Rutgers Biomedical and Health Sciences
- CO-PROVIDED: Co-Provided by the Center for Continuing and Outreach Education at Rutgers Biomedical and Health Sciences and Co-Provider
- A Co-Provided Activity is one in which Rutgers works with an approved and/or non-approved provider of nursing education in the planning and implementation of a CNE activity.
Collaboration Statement (if applicable)

This activity was developed in collaboration with Partner(s).

- There may be instances when activities are developed in collaboration with a partner(s) who is not considered to be a joint provider. For example, Rutgers may partner with multiple state agencies in the development of an activity. In these instances, these institutions/organizations/agencies should be named as collaborative partners.

Appropriate Rutgers Logo and Joint/Co-Provider/Educational Partner Logo, if applicable

- Multiple Rutgers logos are not permitted.

Grantor Acknowledgement

This activity is supported in part by an educational grant(s) from Grantor(s).

- If registration fees are being charged, or the grant is not covering the cost of an activity, include “in part” in the acknowledgement statement.

- This acknowledgement is made only once in any piece, and should be done so on the cover or first page if no cover is used.

- Logos of a commercial interest on any CCOE materials or websites are not permitted.

INSIDE/CONSECUTIVE PAGES

Statement of Need

- Description of educational need

Program Description & Overall Goal

- Description of activity and overall goal. Why would the target audience want to participate in this activity? How will it impact clinical practice?

- For CPE Credit, the type of activity, i.e., knowledge-based, application-based, or practice-based, must be specified.

Target Audience

This activity is designed for Target Audience.

- The target audience should be based on the groups of individuals for whom a need was identified.

- List any prerequisites.

Method of Participation

- A full description of all requirements established by the provider for successful completion of the activity and subsequent awarding of credit (e.g., passing a post-test at a specified proficiency level, completing an activity evaluation form, participating in all sessions or certain combinations of sessions which have been designed as a program package, etc.) Must include statement of when and how certificate will be awarded.

Objectives

Upon completion of this activity, participants should be better able to: List Objectives

- Objectives must be measurable and be written in terms of expected results.

Faculty w/degree, title and affiliation

Activity Director
Planning Committee
Faculty
Peer Reviewer, if possible

Disclosure Declarations

All individuals who affect the content of continuing education activities are required to disclose to the audience any real or apparent conflict of interest related to the activity. The activity faculty are further required to disclose discussion of off-label/investigational uses in their presentations. These disclosures will be made to the audience at the time of the activity.

Detailed Agenda (LIVE)

Accreditation and Credit Designation Statement(s)

- The accreditation and credit statements must be in separate paragraphs.

CME

- DIRECTLY/CO-PROVIDED: Rutgers, The State University of New Jersey is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

- JOINTLY PROVIDED: This activity has been planned and implemented in accordance with the Essential Areas and Policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint providership of Rutgers, The State University of New Jersey and Joint Provider. Rutgers, The State University of New Jersey is accredited by the ACCME to provide continuing medical education for physicians.

- Rutgers, The State University of New Jersey designates this live activity, enduring material, or PI CME activity for a maximum of X AMA PRA Category 1 Credit(s)™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

CPE

- Rutgers, The State University of New Jersey is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education.

- The ACPE logo must be used in conjunction with the accreditation statement.

- This course ACPE # 0374-XXX-XX-XXX-X qualifies for X contact hours (X CEUs) of continuing pharmacy education credit.

CNE

- Rutgers, The State University of New Jersey, Center for Continuing and Outreach Education is an approved provider of continuing nursing education by the New Jersey State Nurses Association, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation. Provider Number P173-12/12-15.

- This activity is awarded X contact hours. (60 minute CH)

- In general, partial credit will not be awarded to nurse learners. If an is activity multi-hour or multi-
day, and it is appropriate to offer partial credit, the following statement must appear after the CNE credit statement:

☐ Nurses should only claim those contact hours actually spent participating in the activity.

- The three statements above must be three separate paragraphs.

☐ Meeting Facilities, if applicable: location, address, phone number, web address, parking info, etc.

☐ Hotel and Travel Information, if applicable: hotel rates and airfares, cut-off dates, etc.

☐ Registration Information, if applicable

☐ Fee and what the fee includes

- For CPE Credit, fees for live or enduring activity must be specified. If activity is free, this must be noted.

☐ Registration process (mail, fax, phone, e-mail, Internet)

☐ Refund Policy

☐ Confirmation Information

☐ Guest Statement (LIVE and if grant funded)

This activity is free of charge to participants. Additionally, per regulatory guidelines, the educational grant used to support this activity may only be used for medical professionals attending the activity. Participation by nonhealthcare providers and/or guests is not permitted.

☐ Registration Form

☐ Participant Contact Information
  First Name, M.I., Last Name, Degree
  Daytime Phone, Evening Phone, Fax, Email
  Preferred Mailing Address (Home, Business), Address, City, State, Zip
  Affiliation, Specialty, Profession

☐ Registration Fee

☐ Method of Payment

☐ Activity Code

☐ Grievances (ALL) and ADA Statement (LIVE)

For additional program information, questions, or concerns, or if you require special arrangements to attend this activity, please contact the Center for Continuing & Outreach Education at phone number or by email at email address or Joint/Co-Provider at phone number or by email at email.

☐ Cancellation Disclaimer (LIVE)

Rutgers and Joint/Co-Provider reserves the right to modify the activity content, faculty and activities, and reserves the right to cancel this activity, if necessary.

NOTE:

(1) The accreditation statements should not be included on initial, save-the-date type activity announcements. Such announcements contain only general, preliminary information about the activity such the date, location, and title. If more specific information is included, such as faculty and objectives,
the accreditation statement must be included. Save-the-date type announcements are only appropriate to remind a potential audience of dates for an upcoming meeting that is usually held on a regular basis, such as an organization or department’s annual meeting.

(2) In addition to the informational items listed above, promotional materials for **Internet-based CPE activities** should clearly and explicitly specify:

- **Hardware requirements**: The minimum hardware requirements including the minimum memory, storage, processor speed and multimedia components required by the learner;
- **Software requirements**: The minimum software requirements including, where appropriate, the Internet Browser(s) and minimum version along with any Browser “Plug-Ins” that may be required;
- **Internet**: The Internet connectivity and minimum connection speed the learner must have.
- **Provider Contact Information**: The accredited provider must have a mechanism in place for the learner to be able to contact the provider if there are questions about the Internet CPE activity.
- **Policy on Privacy and Confidentiality**: The accredited provider must have, adhere to, and inform the learner about its policy on privacy and confidentiality that relates to the CPE activities it provides on the Internet.
- **Copyright**: The accredited provider must be able to document that it owns the copyright for, or has received permissions for use of, or is otherwise permitted to use copyrighted materials within any CPE activity.

For **Internet-based CME activities**, this information does not need to appear on the promotional materials, but must appear before the learner begins the CME activity.