

## Pre-submission Checklist

---

- 1. Review and submit this form, signed, with the below information.  
Applications will not be processed without this form attached.
- 2. Submit a copy of your CV or a brief biography.
  - a. If you are a resident with an advisor, a copy of their CV/Bio must be submitted with yours.
- 3. Fill out and sign the disclosure form.
  - a. If disclosures are reported, complete page 2 of the disclosure form, as well.
  - b. If you are a resident with an advisor, a copy of their signed disclosure form must be submitted with yours.
- 4. Complete the Joint Providership application thoroughly. Review the checklist below to avoid delays in processing your application.
  - Provide the finalized title and date of your program.
  - Ensure names, titles and/or credentials are accurate for all presenters and advisors, if applicable.
  - Confirm the selection boxes are accurate to your request:
    - o Enduring materials are for recorded sessions that qualify for "home study" credit.
    - Points to ponder before selecting this option:
  - \*Questions that are asked during the live portion of the program must be provided to our office with the answers and rationale. If applicable, multiple-choice questions must have all available choices submitted, as well.
  - \*Participants are expected to take a pre-test, post-test, and evaluation before credit can be issued.
  - \*The final draft of the recorded session must be provided to our office within 7 days of the live program.
  - o Target audience is selected
    - If more than one audience is selected, objectives must be provided and in compliance with their standards. For example: Technician objectives cannot be the same as Pharmacists' objectives if they do not align with Technician standards.
    - The type of activity selected will affect your verbs (see page 6).
    - Draft of Needs Statement must be complete and accurate.
    - Learning objectives must start with a measurable verb and correlate with your selection from page 2.
    - o For example, if your activity classifies as "knowledge" based, your objectives will begin with verbs from the first box.
    - Assessment questions, choices (if multiple choice), the correct answers, and rationale for the correct answers must be provided. Attach a separate page, if necessary.
- 5. Submit a draft copy of your slide deck presentation.
  - Ensure there are no commercial branding names or images on the slide deck.
  - The final slide deck presentation will be due before the presentation date – the due date can be found in the agreement the CPD office prepares.
  - o The draft and final slide deck presentations must have:
    - A disclosure slide that states all disclosures. If there are no disclosures, note that on the disclosure slide.
    - An objectives slide. These objectives must match the objectives on the submitted application.

Print Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Guidance on AI Use from ACPE, please click [here](#) to review the guidelines.