

MEMORANDUM



**TO:** CEU Event Planners  
**FROM:** Allen College, Dina Dowden  
**DATE:** February 1, 2015  
**RE:** CE Paperwork and Costs

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Beginning on February 1, 2015 the following information is required of all CEU events handled by Allen College:

- Application for CE event.
- Any event over 60 minutes must include an agenda showing class times, breaks and lunch.
- Program brochures must be approved by Allen College BEFORE being mailed or distributed.
- Vitae of each speaker. Vitae's must be updated on a yearly basis.
- Financial Statement and/or Budget are required for all events having a registration fee.
- Narrative of the planning of the offering. This may be as simple as an email detailing how an event was decided on.
- Copies of all handouts and/or PowerPoints used.
- Completed sign-in sheets. Sign-in sheets must show signature and RN license #. No CEU certificate will be issued if participant has not signed in and given their license #.
- Completed evaluation forms.
- Final coordinator summary – This will be emailed to you and should be completed after the event is over.
- A charge of \$10 per certificate will be incurred for **all** CEU events.

The CE coordinator will email/mail sign-in sheets, evaluation forms to be distributed and the final coordinator summary form to the event planter 2 days prior to the event date.

Failure to have any of these documents and/or a written request to ask for documentation to be waived may cancel or deny any CEU credits previously agreed upon.

Attached is a Continuing Education Workshop Checklist for event planners so that they know when paperwork is due to the CE Coordinator.

Any questions may be sent to the CE Coordinator at 319-226-2017. Thank you for helping Allen College make every CEU event a success.

# CONTINUING EDUCATION WORKSHOP CHECKLIST

Name of Workshop \_\_\_\_\_ Date \_\_\_\_\_

- Event Planner: \_\_\_\_\_
- Application for CE Program
  - An agenda (showing times of speakers and any breaks) must be included with the application
- Program Brochure/Flyer – ***Must be approved by Allen College before being mailed***
  - Brochure must include the following information: date, time, location, statement of purpose, educational objectives, intended audience, credentials of instructors, and amount of continuing education credit to be awarded.
  - The CE Coordinator is available to put together a brochure/flyer with a minimum of 2 weeks' notice.

### **Due 2 Weeks Prior to the Event:**

- Narrative of the planning of the offering
- Vitae of each speaker \_\_\_\_\_  
\_\_\_\_\_
- Memorandums of Agreement - SIGNED \_\_\_\_\_
- Financial Statement and/or Budget: Required for all events having a registration fee.

### **Due 1 Week After the Event:**

- Copy of all handouts and/or PowerPoints used
- Completed Sign-In Sheets – Signature and Nursing License must be listed to receive CEUs
- Summary of evaluations
  - Completed evaluation forms may be turned into the CEU Coordinator. The coordinator will compile and summarize all evaluation forms.
- Final coordinator summary – This will be emailed to you and should be completed after the event is over
- An invoice for \$10 per certificate will be sent to the Event Planner.
  - If event is held within UnityPoint, finance will be contacted to complete intercompany billing for any CEU certificate charges incurred.
  - If event is outside UnityPoint, an invoice will be issued for any CEU certificate charges incurred.

### **Three (3) Weeks After the Event the CE Coordinator will complete:**

- Certificates  Carbon certificates
  - If names are sent to Allen College, CE Coordinator, in advance the certificates can be made in advance and handed out to participants at the end of the event.