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 planner 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
  o 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**
  o 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.
  o 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
  o 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.
  o If event is held within UnityPoint, finance will be contacted to complete intercompany billing for any CEU certificate charges incurred.
  o 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
  o 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.

☐ Carbon certificates