

TO: CEU Event Planners

FROM: Allen College, Carla Luck

DATE: December 13, 2017

RE: Continuing Education Paperwork and Costs

Beginning on January 1, 2018 the following information is required of all CEU events handled by Allen College:

- Application for Continuing Education event.
- Contact Hours will be awarded based on 60 minutes of class time. All breaks, lunch hours, etc. will be subtracted from and event timeline. Contact hours will be determined by the actual time spent learning.
- 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 Contact Hour 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** Continuing Education events.

The Continuing Education 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 Contact Hours previously agreed upon.

Any questions may be sent to the Continuing Education Coordinator at Carla.Luck@allencollege.edu or (319) 226-2517. Thank you for helping Allen College make every Continuing Education event a success.

CONTINUING EDUCATION WORKSHOP CHECKLIST

Name of Workshop _____ Date _____

- Event Planner: _____
- Application for Continuing Education 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 Continuing Education 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 _____

- 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 a certificate
- Summary of evaluations
 - Completed evaluation forms may be turned into the Continuing Education 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 Contact Hour certificate charges incurred.
 - If event is outside UnityPoint, an invoice will be issued for any Contact Hour certificate charges incurred.

Three (3) Weeks After the Event the Continuing Education Coordinator will complete:

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