

## Requirements for Application of CE Credits 2016-2017

1. Fill out the current Academic Year Application for APA Credit. This should be submitted to Bridget Callaghan ([bridgemc@mail.med.upenn.edu](mailto:bridgemc@mail.med.upenn.edu)), along with a schedule (preliminary agenda is acceptable) as soon as you decide to offer CE credit. Once your application has been approved, then you can move forward with your Program Brochure. There are 3 pages to this application.
2. Each presenter must fill out the Declaration of Disclosure and the Form for Current Materials with References. (The financial disclosures must be listed on promotional materials.)
3. There is a list of all documentation that must be included in the Brochure/Announcements. Please send Bridget Callaghan a copy of the brochure BEFORE it goes to print, so that it can be approved.
4. If you are having a series of lectures, then a Needs Assessment Survey is required. One time conferences do not need to submit.
5. Curriculum Content must also be submitted in support of each application.
6. You can find examples of evaluation forms on the Psychiatry website (Continuing Education section). Please chose and adapt the forms to your needs. These forms must be submitted with your final paperwork.
7. Please note the new Procedure for Dealing with Complaints posted on the website.
8. Statistical Reports are to be returned with your final paperwork.
9. A guide for writing behavioral learning objectives can be found on the website.
10. When submitting your list of participants, please be sure to include their email addresses. Certificates are sent via email.