

## Educational Activity Worksheet

This is only a worksheet. All submissions must be made online as all data is stored in a database for reporting and continuing education approval purposes.

**Educational Activity Title:** \_\_\_\_\_

**Number of Speakers:** \_\_\_\_\_

**Speaker #1 Information:**

**Name and Credentials:** \_\_\_\_\_  
(example: Jane Doe, BSN, RN CDDN)

**Street Address:** \_\_\_\_\_

**City, State, and Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax Number (optional):** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Educational Background to include basic college preparation through the highest degree held:**

Degree	Year Awarded	Institution Name	Institution City and State	Major Area of Study

**Describe speaker expertise in this topic:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Vested Interest Disclosure:** All planners, faculty and content specialists participating in CE activities must disclose to the audience any:

- A. Relationship with companies who manufacture products used in the treatment of the subjects under discussion.
- B. Relationship between the planner, faculty, or content specialist and commercial supporter(s) of the activity and/or
- C. Intent to discuss unlabeled uses of a commercial product, or an investigational use of a product not yet approved for this purpose.

All information disclosed must be shared with the audience either on the program handouts, advertising and/or audiovisual presentation.

**Is there a relationship with companies who manufacture products used in the treatment of the subjects under discussion?**

\_\_\_ Yes  
\_\_\_ No

If yes, please list the companies based on type of relationship:

Relationship	Name of Commercial Company
Research Support	
Speaker's Bureau	
Consultant	
Shareholder	
Other Support	
Large Gift(s)	

Is there discussion of unlabeled uses?

- Yes  
 No

If yes, you must disclose unlabeled use information during your presentation. How will you do this? (check all that apply)

- Verbal statement during the presentation
- Information provided on handouts
- Information provided in audiovisuals (slides, overheads, etc.)

**Educational Activity Overview:**

Purpose Statement:

This statement should provide a brief description of the presentation to help individuals decide whether or not to attend. It should include who the activity is intended for, what knowledge, skills, etc. will be addressed, and how participants/clients will benefit from this activity. [Click here](#) to see a sample.

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**Speaker #2 Information** (if you have more than 2 speakers, you will need to list them on separate paper):

**Name and Credentials:** \_\_\_\_\_  
 (example: Jane Doe, BSN, RN CDDN)

**Street Address:** \_\_\_\_\_

**City, State, and Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax Number (optional):** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Educational Background to include basic college preparation through the highest degree held:**

Degree	Year Awarded	Institution Name	Institution City and State	Major Area of Study

**Describe speaker expertise in this topic:**

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**Vested Interest Disclosure:** All planners, faculty and content specialists participating in CE activities must disclose to the audience any:

- A. Relationship with companies who manufacture products used in the treatment of the subjects under discussion.
- B. Relationship between the planner, faculty, or content specialist and commercial supporter(s) of the activity and/or
- C. Intent to discuss unlabeled uses of a commercial product, or an investigational use of a product not yet approved for this purpose.

All information disclosed must be shared with the audience either on the program handouts, advertising and/or audiovisual presentation.

**Is there a relationship with companies who manufacture products used in the treatment of the subjects under discussion?**

- Yes
- No

**If yes, please list the companies based on type of relationship:**

<b>Relationship</b>	<b>Name of Commercial Company</b>
Research Support	
Speaker's Bureau	
Consultant	
Shareholder	
Other Support	
Large Gift(s)	

**Is there discussion of unlabeled uses?**

- Yes
- No

**If yes, you must disclose unlabeled use information during your presentation. How will you do this? (check all that apply)**

- Verbal statement during the presentation
- Information provided on handouts
- Information provided in audiovisuals (slides, overheads, etc.)

**Educational Activity Overview:**

**Purpose Statement:**

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Each presentation must have three behavioral objectives with supporting brief topic outline and learning method. Please complete the following information for each objective.

**Behavioral objective 1:**

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**Outline of content related to objective 1. (Type in up to 8 topics):**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Time frame** (how long you will spend on content for objective 1):  
\_\_\_\_\_ minutes

**Name of presenter(s) who will address objective 1 and content:**

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**List of teaching methods that will be used to address objective 1** (e.g., lecture, discussion, audiovisual aids, handouts, Q & A, small group activity, survey):

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**Behavioral objective 2:**

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**Outline of content related to objective 2. (Type in up to 8 topics):**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Time frame** (how long you will spend on content for objective 2):  
\_\_\_\_\_ minutes

**Name of presenter(s) who will address objective 2 and content:**

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**List of teaching methods that will be used to address objective 2** (e.g., lecture, discussion, audiovisual aids, handouts, Q & A, small group activity, survey):

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**Behavioral objective 3:**

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**Outline of content related to objective 3. (Type in up to 8 topics):**

- \_\_\_\_\_
- \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Time frame** (how long you will spend on content for objective 3):  
\_\_\_\_\_ minutes

**Name of presenter(s) who will address objective 3 and content:**  
\_\_\_\_\_

**List of teaching methods that will be used to address objective 3** (e.g., lecture, discussion, audiovisual aids, handouts, Q & A, small group activity, survey):  
\_\_\_\_\_  
\_\_\_\_\_