

SUBMITTING A CE PROPOSAL

The Office of Continuing Education has two continuing education proposal forms available for your use. The type of CE activity being planned will determine the correct form to use. Receipt of your completed proposal form initiates the CE process. The two proposal forms are defined here:

- *Proposal for a Continuing Educational Course* – this form should be used for a one-time, single activity for no more than two-hours in length and other CE activities that are 3-hours in length to several days (i.e. ½ day, full-day, two day and/or multiple day conference, seminar, and/or workshop).
- *Proposal for a Regularly Scheduled Series (RSS)* – this form should be used for one-two hour long activities being held concurrently on a weekly, bi-weekly, and/or monthly basis (i.e. grand rounds, CE series, tumor board rounds). Please note: if your activity will last longer than 2 hours, please use the *Proposal for a Continuing Education Course*.

If you are unsure of what form to use please contact our office and we will provide guidance. Remember: we cannot award continuing education hours retroactively (after the activity takes place). The timeliness in which we receive your CE proposal will enable us to begin correspondence early; therefore, the minute you think of a potential CE activity, give us a call or send an e-mail notice.

The following pages provide samples of each proposal form as well as a blank copy for your use.