Pre-submission Checklist

1.	Review and submit this form, signed, with the below information. Applications will not be processed without this form attached.	
2.	Submit a copy of your CV or a brief biography.	
	a. If you are a resident with an advisor, a copy of their CV/Bio must	
2	be submitted with yours.	
э.	Fill out and sign the disclosure form. a. If disclosures are reported, complete page 2 of the disclosure	
	form, as well.	
	b. If you are a resident with an advisor, a copy of their signed	
	disclosure form must be submitted with yours.	
4.	Complete the Joint Providership application thoroughly. Review the	
	checklist below to avoid delays in processing your application.	
	 Provide the <u>finalized</u> title and date of your program. 	
	 Ensure names, titles and/or credentials are accurate for all 	
	presenters and advisors, if applicable.	
	 Confirm the selection boxes are accurate to your request: 	
	 Enduring materials are for recorded sessions that qualify 	
	for "home study" credit.	
	Points to ponder before selecting this option:	
	 Questions that are asked during the 	
	live portion of the program must be	
	provided to our office with the	
	answers and rationale. If applicable,	
	multiple-choice questions must have	
	all available choices submitted, as well.	
	Participants are expected to take a	
	pre-test, post-test, and evaluation	
	before credit can be issued.	
	The final draft of the recorded session	
	must be provided to our office within	
	7 days of the live program.	

Signature	
Print Name	Date Email Address
	the objectives on the submitted application.
	 An objectives slide. These objectives must match the objectives on the submitted application.
	slide.
	are no disclosures, note that on the disclosure
	 The draft and final slide deck presentations must have: A disclosure slide that states all disclosures. If there
	the CPD office prepares.
	presentation date – the due date can be found in the agreement
•	slide deck. The final slide deck presentation will be due before the
•	Ensure there are no commercial branding names or images on the
5. Subn	5. Submit a draft copy of your slide deck presentation.
	answers, and rationale for the correct answers must be provided. Attach a separate page, if necessary.
•	Assessment questions, choices (if multiple choice), the correct
	based, your objectives will begin with verbs from the first box.
	 For example, if your activity classifies as "knowledge"
·	correlate with your selection from page 2.
•	Draft of Needs Statement must be complete and accurate. Learning objectives must start with a <i>measurable verb</i> and
•	The type of activity selected will affect your verbs (see page 6).
	they do not align with Technician standards.
	cannot be the same as Pharmacists' objectives if
	must be provided and in compliance with their standards. For example: Technician objectives
	If more than one audience is selected, objectives The provided and in according to the decir.
	o Target audience is selected