

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

 Print Name

 Date

 Email Address

 Signature