

CE Activity Timeline-Deliverables

Responsibility	Task	Due Date
Pre ACTIVITY		
Joint Provider	Submit online CE Event Form .	40 days prior
Joint Provider /Speaker	Submit online Activity Application (incl. Speaker CV and Disclosure)	40 days prior
OCPE	Create Activity Description Form (ADF) in ACPE Webtool	30 days prior
Joint Provider	Submit Activity Announcement (incl. additional promotional materials) for approval The announcement must be approved prior to dissemination or public posting; and included with ALL marketing and outreach efforts.	21 days prior
Joint Provider	Submit final activity content (educational materials: slides, polls, questions, etc.) Submit final activity evaluation , if applicable. <ul style="list-style-type: none"> Failure to submit activity content may result in approval being withdrawn. Speakers with potential conflicts or disclosures may be required to submit slides before activity approval. For home study activities, it is recommended to submit activity content for approval prior to recording/production. 	14 days prior
OCPE	Send activity evaluation link to JP	7 days prior
Post ACTIVITY		
Joint Provider	Online activity evaluation sent to eligible participants	Post activity
Joint Provider	Submit LIVE attendance sheet/sign in	7 days after activity date
Joint Provider	Submit HOME STUDY attendance sheet/sign in	Monthly
OCPE	Activity evaluations closed to participants	10 days after activity date
OCPE	Credits uploaded to CPE webtool	No later than 60 days
OCPE	Activity evaluation summary emailed to JP, if applicable	No later than 60 days

Deliverables should be submitted via email to continuinged@rx.umaryland.edu.