

CE Activity Timeline-Deliverables

Responsibility	Task	Due Date
Pre ACTIVITY		
Joint Provider (JP)	Submit online CE Event Form .	45 days prior
JP/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
JP	Submit Activity Announcement (incl. additional promotional materials) for approval	21 days prior
JP	Submit final activity content (educational materials: slides, polls, questions, etc.) Submit final activity evaluation , if applicable.	14 days prior
OCPE	Send activity evaluation link to JP	7 days prior
Post ACTIVITY		
JP	Online activity evaluation sent to eligible participants	Post activity
JP	Submit LIVE attendance sheet/sign in	7 days after activity date
JP	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