

DUE DATES FOR ORGANIZATION SUBMISSION OF MATERIALS
TO University of Maryland School of Pharmacy's (UMSOP) Office of Continuing Education

The Organization is advised to take these steps to ensure timely review of continuing education activities for ACPE-approval by the PE Administrator.

- Step 1: Review the Office of Continuing Education's [Speaker Guidance Materials](#) for tips to develop learning objectives and design presentations.
- Step 2: Identify the activity schedule, faculty, and teaching and assessment methodologies.
- Step 3: Download the [disclosure form](#) and [pharmacy keywords](#) worksheet.
- Step 4: Complete an [application form](#).

Once an online application has been submitted (<https://www.pharmacy.umaryland.edu/academics/ce/pharmacotherapy-approval/>) the UMSOP CE team will guide the proposal through the remainder of the process.

Task	Due Date	Responsibility	
		Who	How
Provide guidance to faculty in shaping learning objectives, learner assessments, scope/depth/objectivity of content, discuss and manage conflicts	45-60 days prior	OCPE Administrator	Telephone or email communication with Organization Program Person
Submit the completed web-based application with selected activity date, title, draft learning objectives, speaker's name, CV etc.	45 days prior	Organization	https://www.pharmacy.umaryland.edu/academics/ce/application-process/
Submit Faculty CV and Financial Relationship Disclosure/Conflict of Interest Form	45 days prior	Organization	https://www.pharmacy.umaryland.edu/academics/ce/application-process/
Submit for UAN with final determination (activity type, credit hours, and P/PT designation)	30 days prior	UMSOP CE Team	ADF to be emailed to Organization once certified
Submit draft activity assessment (evaluation)	30 days prior	Organization	continuinged@rx.umaryland.edu
Submit approved activity promotional material for approval	21 days prior	Organization	continuinged@rx.umaryland.edu
Submit the final activity content and final evaluation	14 days prior	Organization	continuinged@rx.umaryland.edu
Send link to activity evaluation	7 days prior	UMSOP CE Team	
APPROVED ACTIVITY DATE			
Online activity evaluation released by Organization to signed-in participants	Day of activity	Organization	Emailed to participant attendees by Organization
Completed participant lists (sign in) provided electronically to UMSOP CE	7 days after	Organization	Communicated by the Organization to UMSOP CE
Online activity evaluations closed to participants	10 days after	UMSOP CE Team	Communicated by the Organization to Participants (deadline provided by UMSOP)
Credits uploaded to CPE	No later than 60 days	UMSOP CE	Participants check the NABP credits online
Activity evaluation summary emailed	No later than 60 days	UMSOP CE	continuinged@rx.umaryland.edu
Handle grievances which are submitted in writing	As needed	UMSOP CE Administrator	