

Developing a Quality Continuing Education Program Checklist

Quality Learning Experience

Criteria	<input checked="" type="checkbox"/>
1. The presentation includes a clear and engaging introduction and overview of the program	
2. The learning objectives are outcome based and clearly described	
3. Each of the main points of the presentation is clearly defined/described	
4. The main points of the presentations are logically aligned.	
5. The presentation flows well	
6. The visuals are a support and enhance to the presentation, not dominate it	
7. The visuals are simplified and legible to all participants	
8. The number of visuals/slides are appropriate for your time and audience	
9. The closing remarks summarize the presentation clearly and concisely and outline the implications for the learners	
10. The conclusion is strong and tied to the introduction	

Evidence-Based, Bias-Free Presentation

Criteria	<input checked="" type="checkbox"/>
11. The reference list is primarily composed of publications/references from the last three (3) years.	
12. The reference list contains information from different sources, which do not include information from commercial interests.	
13. Only generic names are used in the presentation. If a trade/product name is used, then: <ul style="list-style-type: none"> a. All the trade/product names for the equivalent product will be presented. b. The trade/product names will normally only be used once. c. The trade/product names will be used in parentheses after the generic name. 	
14. Do not use slides or images from commercial enterprises or information provided by commercial interests without due diligence.	
15. Information that is not evidence-based but based on personal opinion or observations will be clearly stated as personal opinion/observation.	
16. Any off-label use or recommendations must be specifically declared to the audience.	
17. Disclose all conflicts of interest, commercial support and relationships with commercial interests.	

Enhancing Learning Experience

Criteria	<input checked="" type="checkbox"/>
18. The program includes interactive learning activities.	
19. The program includes active learning activities.	

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Criteria	<input checked="" type="checkbox"/>
20. The program provides opportunities for the learner to apply the materials (e.g., a case study).	
21. The program provides learners with an opportunity to check their understanding of the material presented in the program and receive feedback on their understanding.	
22. The program includes opportunity for learner questions (e.g., a Q&A session are end of program or during program)	

Enabling Transfer of Learning to Practice

Criteria	<input checked="" type="checkbox"/>
23. The program provides the learner an opportunity to apply the learning to their practice.	
24. The program includes reflective learning.	
25. The program has information or where and how the learner can learn more about your topic.	

Learner Success and Feedback

Criteria	<input checked="" type="checkbox"/>
26. The learner assessment is based on the learning objectives of the program.	
27. The program includes an opportunity for the learner to assess the extent to which they have learned knowledge and skills presented in the learning activity and to obtain feedback on this learning success.	

Monitoring Program Quality

Criteria	<input checked="" type="checkbox"/>
28. A participant evaluation form will be provided to each learner to complete at the end of this session.	
29. The learning activity is revised based on the feedback of learners.	

Learner Recognition

Criteria	<input checked="" type="checkbox"/>
30. The statement/letter of attendance includes the learners name, learners license number, title of the program, number of CEUs, location of program delivered, date of the program delivered, program number (if accredited), accrediting organization.	