



UT CPE

Accreditation Services

CPE Accreditation Checklist

This is a checklist of the ACPE requirements that UT CPE will need from the Cosponsor in order to accredit an activity for pharmacists and technicians. **All of the items are due at least 45 days prior to the program start date or the date marketing/promotion of the program begins.** Failure to meet ACPE requirements may result in the loss of CPE accreditation for the activity. The UT CPE staff will work closely with your organization to ensure the process goes smoothly. Please call the UT CPE Office if you have any questions at (512) 471-6213.

Part I: General Information (If you completed a *CPE Accreditation Request Form*, all of the items in this section have been met)

1. **Cosponsor Contact Information** _____
2. **Activity Information:** title, date, delivery format, brief description, agenda/objectives if available _____
3. **Audience Description:** all disciplines expected to attend and their practice backgrounds _____
4. **List of Financial Sponsors /Grantors/Commercial Supporters** _____

Upon receiving Part I information, UT CPE will issue an Agreement Letter to the Cosponsor, outlining conditions for accreditation and fees. The Letter must be signed by the Cosponsor before advancing to Part II of the process.

Part II: Activity Documentation (see Agreement Letter for detailed explanations and examples of the items below)

5. **Program Planning Documentation** _____
6. **Needs Assessment Documentation** _____
7. **Gap Analysis Documentation** _____
8. **Overall Program Goal** _____
9. **Specific Learning Objectives for Each Activity** _____
10. **Activity Agenda** _____
11. **Faculty Recommendation Form for Each Speaker:** If deemed necessary by UT CPE _____
12. **Signed Financial Disclosure Forms:** From each faculty member and planning member _____
13. **CVs and/or Bios:** From each faculty member _____
14. **Copy/Description of Active Learning Activities** _____
15. **Copy/Description of Learning Assessment:** _____
Must also include a plan to provide feedback/answers to participants.
16. **Copy of *all* Promotional Materials *Prior to Distribution*:** _____
Includes brochures, flyers, websites, email marketing, etc.
17. **Evaluation Questions:** See Agreement Letter for specifics about conducting online evaluations. _____
18. **Draft Presentation Content/Slides** _____
19. **Copy of Signed Agreements with Sponsors /Grantors/Commercial Supporters** _____

Part III: Post activity requirements

20. **Final Copies of Presentation Content/Slides** _____
21. **Copies of Assessment and/or Additional Evaluation Information:** If applicable _____

UT CPE follows ACPE retention guidelines with regard to all activity materials received from cosponsors.