

Continuing Education (CE) Application Guidance Chart

This chart serves as a quick reference tool to help CE planners stay organized, meet compliance standards, and ensure timely submissions. It outlines submission deadlines, details the required documentation for both the initial application and for subsequent course offerings, and highlights important renewal information to maintain program approval.

	Single Day Activities	Multi-Day Activities	Quarterly Series	Grand Rounds / Monthly Activities	Enduring Activities
Deadline	CE Application due 45 days prior to live event	CE Application due 60 days prior to live event	CE Application due 45 days prior to live event	CE Application submission once a year. Due 45 days prior to first live event	CE Application due 45 days prior to start date
Required Materials ¹	• Presentation • Promotional Flyer • Posttest Questions • Content Reviewer Documents ○ CV/Resume ○ Content Reviewer Form ○ Disclosure Form • Faculty Documents ○ CV/Resume ○ CE Agreement ○ Disclosure Form	• Presentation • Promotional Flyer • Posttest Questions • Content Reviewer Documents ○ CV/Resume ○ Content Reviewer Form ○ Disclosure Form • Faculty Documents ○ CV/Resume ○ CE Agreement ○ Disclosure Form	• Presentation • Promotional Flyer • Posttest Questions • Content Reviewer Documents ○ CV/Resume ○ Content Reviewer Form ○ Disclosure Form • Faculty Documents ○ CV/Resume ○ CE Agreement ○ Disclosure Form	• Presentation • Promotional Flyer • Posttest Questions • Content Reviewer Documents ○ CV/Resume ○ Content Reviewer Form ○ Disclosure Form • Faculty Documents ○ CV/Resume ○ CE Agreement ○ Disclosure Form	• Presentation • Promotional Flyer • Posttest Questions • Content Reviewer Documents ○ CV/Resume ○ Content Reviewer Form ○ Disclosure Form • Transcript • Faculty Documents ○ CV/Resume ○ CE Agreement ○ Disclosure Form
Additional Information	N/A	N/A	N/A	For subsequent courses, submit the following documents via email directly to the CEPO SME 30 days prior to the live event: • Presentation • Promotional Flyer • Posttest Questions • Content Reviewer Documents ○ CV/Resume ○ Content Reviewer Form ○ Disclosure Form • Faculty Documents ○ CV/Resume ○ CE Agreement ○ Disclosure Form	N/A
Renewal Requirements	N/A	N/A	N/A	Annual renewal application required to continue CE support request	Renewal ^{2,3} application due 30 days before course expiration, to include: • Presentation/ Updated Content • Updated Promotional Flyer • Posttest Questions • Updated Content Review • Transcript • Updated Faculty Documents⁴ ○ CV/Resume ○ CE Agreement ○ Disclosure Form

¹ If application submission is only seeking PMI accreditation, it is not necessary to submit content reviewer documents and faculty documents.

² Please note, enduring courses are eligible for renewal every three years. After three years, the content must be updated and resubmitted for review to ensure continued validity and compliance with accreditation standards.

³For activities offering specialized credit types such as AHIMA, CCM, etc., identify and adhere to the advanced timeline for renewal with CEPO SME.

⁴ Annual submission requirement for faculty CE Agreement and Disclosure Form.