

Submit a Request for CEPO to Accredite Your Educational Activity

To request CEPO CE support for a prospective educational activity, please submit the following:

1. CE Application (<https://www.dhaj7-cepo.com/content/cepo-ce-activity-application>)
2. CE Activity Faculty List Form
3. Faculty documents (CE Provider Agreement Form, CE Activity Disclosure Form, and CV/Resume)
4. Content reviewer documents (Content Reviewer Form, CE Activity Disclosure Form, CV/Resume)
5. Posttest questions
6. Presentation with compliance slides (the DHA template is not required; however, the compliance slides should include disclosure language, learning objectives, key takeaways, references, etc.)
7. Promotional material
8. Public Affairs Office (PAO) approval of presentation slides and promotional material

Submission deadlines: 60 days before the event for multi-day conferences and 45 days in advance for all other activities.

Please note: CE approval is not guaranteed until satisfactory completion and compliance with all applicable CE standards have been achieved. Your proposed activity is not officially approved until you receive the final accreditation statement from CEPO. Please refer to the CE Activity Development Guidance Document for additional clarification on all CE requirements.

Renewal Requests

If you would like to renew a course to continue to award CE credits, please complete the following content review process **at least 45 days before the course expires** to avoid disruptions to the course:

1. Submit a new CE Application
2. Include updated faculty documents (CE Provider Agreement Form, CE Activity Disclosure Form, and CV/Resume)
3. Identify a content reviewer to review the content, posttest, etc., and provide updated content reviewer documents (Content Reviewer Form, CE Activity Disclosure Form, CV/Resume)
4. Provide the team with any noted updates needed to the course.

Please note: All CE course **content must be fully updated every three years** to ensure it remains valid and compliant with accreditation standards.

If you have any questions or need additional information, please contact the CEPO Team at: dha.ncr.j7.mbx.continuing-education-office@health.mil.