



Application to Offer a Continuing Professional Development (CPD) Activity



Please complete one application for each CPD activity that you would like to offer.

The following documents should accompany your completed application:

- Materials that describe your program (brochures, course catalogs, advertisements, etc.)
- Syllabus covering course objectives and schedule

Date of Request:	
Contact Person:	
Address:	
Phone:	Fax:
E-mail Address:	
Title of CPD Activity:	
Speaker/Presenter/Author Name & Contact Information:	
Date(s) and Location:	
Purpose of the activity:	
Content area:	
Target audience:	
Format of activity: <input type="checkbox"/> Instructors in room with participants (workshop, lecture, etc.) <input type="checkbox"/> Interactive video <input type="checkbox"/> Video tape	<input type="checkbox"/> Audio tape <input type="checkbox"/> eLearning <input type="checkbox"/> Self-study <input type="checkbox"/> Other (describe):

Was the content/activity peer reviewed? Yes No

If YES, list the title of the peer-reviewed Journal or the reviewers' names and organizational affiliation.

Time period of activity:

One-time activity

Recurring activity. Describe how often:

Expected result(s):

Evaluation – Method of assessing learning by the participants:

Test or quiz

Questions and answers

Project activities/exercises

Other (describe):

Description of materials to be distributed:

How many hours of instruction, not counting breaks, meals, or introductions:

Checklist for CPD Activity Organizer

- Activity objectives are clearly stated in promotional materials, and are directly related to learning outcomes.
- Pre-requisites and other requirements are clearly stated in all promotional and registration materials.
- Participants have an opportunity to assess their learning through discussions, small group activities, projects, and/or other means.
- Content is conveyed clearly and precisely to facilitate learning.
- Concepts are properly illustrated through various methods (i.e., case studies, simulations, and problem-solving).
- Verbal content is enhanced through visual means (i.e., diagrams, visuals, and tables).
- Instructors inform participants in advance concerning any conflicts of interest.
- Proprietary and commercial interests must be disclosed.
- CPD activity organizers seek ways to improve programs through feedback from participants and speakers/presenters.
- Speakers/presenters have the appropriate credentials for teaching the CPD activity.
- Intellectual property rights are respected. Usage of copyright materials clearly comes under Fair Use or requires permission to use

***Adapted from IEEE's Continuing Education Units (CEU) Application*
http://www.ieee.org/education_careers/education/ceus/application.html