CE REQUIREMENTS:

SJFC:

* Speaker CV/resume
* Program title, length (number of CE credits desired)
* Objectives
* Slides (draft before program and final slides after if they are different)
* Faculty disclosure template

RRHS:

* Speaker CV/resume
* CNE Activity Documentation tool
* CNE COI and Bio form
* CNE Educational Planning tool
* CME evaluation form
* Meeting flyer (website link moving forward?)

NOTE TO RADE BOARD MEMBER:

* COMPLETE all SJFC/RRHS forms at one time and send to speaker with only designated blank/action area’s highlighted for them to complete. This significantly decreases speaker’s processing time.
* It takes 4-6 weeks to obtain CE credit from RRHS and SJFC