

Information required for a course audit

Program Information:

- Title
- Date
- Location
- Name of Company
- Fee Information
- Cancellation Policy

Program:

- Contact Hours
- Contact Outline
- Course Schedule
- Objectives:
 - **Must be behavioral and objective. Use this website as a guide:
<https://www.apa.org/ed/sponsor/resources/objectives.pdf>
- Course Bibliography:
 - o **A minimum of 5 peer review articles published in the last 5 years to support the content of course
- Instructional Method
- Target Audience (Basic, Intermediate, Advance, Various)
- Ratio Participant to Presenter for hands on workshop
- Participant Evaluation of Course

Presenter Requirements

Please submit current CV of presenter(s).

One of the following should be present within the CV

- Qualifications consistent with material presented
- 2 years of experience in the material presented
- Publications or previous presentation in this topic
- Research in topic presented

Example of Certificate of Completion for attendee

Should include:

- Participant's Name
- Presenter's Name
- Title of Program
- Date(s) of Course
- Location of Attendance

- Number of Approved CEH's
 - The certificate should include some version of a Competency Disclaimer Statement – An example would be: "Information provided should be used within scope of practice"
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