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# CE Activity Approval Checklist

The application review process is typically a 6 weeks timeframe and will begin once all [required forms](https://www.forensicnurses.org/page/CEApproverDetails#anchor_1502465581657) and payment are received.

Expedited review may be requested with an additional fee. Please see [**fee schedule**](https://www.forensicnurses.org/page/CEApproverDetails#anchor_1502465590888).

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|[ ]  1. CE Activity Approval Application and Application Fee\*
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|[ ]  1. IEA Application\*
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|[ ]  1. Applicant Eligibility Verification\*
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|[ ]  1. Educational Planning Table\*
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|[ ]  1. CE Agenda (must be included if applying for 3 contact hours)
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|[ ]  1. Conflict of Interest Forms/Bios\* (Ensure title, date, role, demographic info is current for each presenter, committee member, and/or nurse planner)
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|[ ]  1. Participant List/Attendance Tracker\* (Include Sign in sheet or describe how you plan to track attendance)
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|[ ]  1. Evaluation Template\*
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|[ ]  1. CE Certificate Sample (with 2020 ANCC Statement, reference section K, located in IEA Application)\*
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|[ ]  1. Marketing Material with Statement\* (if pending activity, reference section K, located in the IEA Application)
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|[ ]  1. Disclosure to participants (see attachment 6)\*
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|[ ]  1. Presentation Handout/Slide deck/PPT (if applicable)
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|[ ]  1. Commercial Support Agreement (if applicable)
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|[ ]  1. Commercial Interest Addendum (if applicable)
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|[ ]  1. Joint Provider Agreement (only if event is jointly provided, available upon request)
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\* Applications will be reviewed once all required documents and fees are received

Contact CE@ForensicNurses.org for assistance or questions, if needed