



CE Activity Approval Checklist

The application review process is typically a 6 weeks timeframe and will begin once all required forms and payment are received.

Expedited review may be requested with an additional fee. Please see [fee schedule](#).

- 1.** CE Activity Approval Application and Application Fee*
- 2.** IEA Application*
- 3.** Applicant Eligibility Verification*
- 4.** Educational Planning Table*
- 5.** CE Agenda (must be included if applying for 3 contact hours)
- 6.** IAFN Relevant Financial Disclosure Form* (Ensure title, date, role, demographic info is current for each presenter, committee member, and/or nurse planner)
- 7.** Participant List/Attendance Tracker* (Include Sign in sheet or describe how you plan to track attendance)
- 8.** Evaluation Template*
- 9.** CE Certificate Sample (with 2020 ANCC Statement, reference section K, located in IEA Application)*
- 10.** Marketing Material with Statement* (if pending activity, reference section K, located in the IEA Application)
- 11.** Disclosure to participants (see attachment 6)*
- 12.** Presentation Handout/Slide deck/PPT (if applicable)
- 13.** Commercial Support Agreement (if applicable)
- 14.** Commercial Interest Addendum (if applicable)
- 15.** Joint Provider Agreement (only if event is jointly provided, available upon request)

* Applications will be reviewed once all required documents and fees are received

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