# Activity Approval Checklist

Applications must be submitted 6 weeks prior to scheduled activity. Review begins once [required forms](https://www.forensicnurses.org/page/CEApproverDetails#anchor_1502465581657) and payment are received.

Expedited review may be requested with an additional fee.

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|[ ]  1. All documents below submitted via website and payment of application fee\*
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|[ ]  1. Individual Educational Activity (IEA) Application Document\*
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|[ ]  1. Applicant Eligibility Verification Document\*
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|[ ]  1. Educational Planning Table (EPT) Document
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|[ ]  1. Agenda – as appropriate (must be included if applying for 3 contact hours)
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|[ ]  1. Relevant Financial Disclosure Documents and Professional Bios\*
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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. Participant Evaluation Template\*
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|[ ]  1. CE Certificate Sample (with ANCC Statement) \*
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|[ ]  1. Marketing Material with Statement\*
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|[ ]  1. Disclosure to participants\*
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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)
 |
|[ ]  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