

365 - 90 Days  
Before

- Application submission
- Application fee goes up at 90 days

45 Days Before

- Final deadline for application submission
- Activities submitted with less than 45 days' notice incur a 50% late fee

30 Days Before

- Final list of speakers due

2 Weeks Before

- Disclosure forms due

1 Week Before

- All potential conflicts of interest resolved
- CE Office provides handout with activity code, disclosure to learners, and final accreditation and credit designation statements for distribution at activity.

Activity Occurs

- Disclosure to Learners takes place at start of activity
- Activity code and instructions on receiving credit distributed to learners; code expires 1 hour after activity ends

30 Days After

- Evaluation form expires

3 - 6 Months After

- Outcomes follow-up submitted