

## Course and Offering Registration Checklist

Date of Submission: \_\_\_\_\_

*Before filling out the Course and Offering Registration Form, please use this optional checklist as a guide to ensure that all items necessary to complete the form are included.*

PROVIDER CODE: \_\_\_\_\_

COURSE NUMBER: \_\_\_\_\_

| HAVE YOU INCLUDED:   | √ | COMMENTS: |
|--|---|-----------|
| COURSE TITLE   |   |           |
| COURSE DESCRIPTION <ul style="list-style-type: none"> <li>• past tense</li> <li>• person-first language</li> <li>• acronyms spelled out</li> </ul>       |   |           |
| SUBJECT CODE   |   |           |
| CONTENT CODE   |   |           |
| INSTRUCTIONAL LEVEL  |   |           |
| TIME-ORDERED AGENDA  |   |           |
| CEU AMOUNT <ul style="list-style-type: none"> <li>• 30 minute increments<br/>(If Individual Learning see additional charts to the right)</li> </ul>      |   |           |
| PROMOTIONAL MATERIALS (BROCHURE/FLYER) <ul style="list-style-type: none"> <li>• Disclosure Statements</li> <li>• Brand Block and CEU Sentence</li> </ul> |   |           |
| LEARNING OUTCOMES <ul style="list-style-type: none"> <li>• Measurable and observable</li> </ul>  |   |           |
| TYPE OF LEARNING EXPERIENCE<br>(If Individual see additional charts to the right)  |   |           |
| Offering Dates and Locations (list on form)  |   |           |

*IS THIS COURSE A RECORDED VERSION OF A LIVE EVENT? IF YES:*

| HAVE YOU INCLUDED:                           | √ | COMMENTS: |
|--|---|-----------|
| Course and Offering Number of the Live Event |   |           |

*IS THIS COURSE A PEER REVIEWED SELF-STUDY? IF YES:*

| HAVE YOU INCLUDED:   | √ | COMMENTS: |
|--|---|-----------|
| Details on how CEUs were determined <ul style="list-style-type: none"> <li>• Pilot Study Data (if applicable)</li> <li>• Run-time</li> <li>• Word Count Formula</li> <li>• Previously Registered Course (provide course number)</li> </ul> |   |           |

*IS THIS COURSE A COOPERATIVE? IF YES:*

| HAVE YOU INCLUDED:       | √ | COMMENTS: |
|--------------------------|---|-----------|
| Cooperative Contact Info |   |           |
| Payment                  |   |           |