

| APPLICATION PROCESS | | |
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| DUE | ITEM | ITEM/DOCUMENT DESCRIPTION |
| SUBMIT TO OICHE 60 DAYS (MINIMUM) PRIOR TO START OF ACTIVITY | 1 | OICHE application – completed and signed. |
| | 2 | List of speakers (name, credentials, title, affiliation, email, address, honorarium). |
| | 3 | Completed disclosures for all activity director and coordinator, planning committee members, faculty and presenters. |
| | 4 | Data source used to determine gap analysis and needs assessment. |
| | 5 | Schedule of program (speakers, topics and times). |
| | 6 | Planning meeting minutes. |
| | 7 | Draft evaluation. |
| | 8 | Proposed budget. |
| SUBMIT TO OICHE 14 DAYS PRIOR TO START OF ACTIVITY | 9 | Biosketch and professional headshot for all non-ASU faculty/presenters. |
| | 10 | Final activity agenda showing topics, faculty assignments and timing. |
| | 11 | Activity syllabus. |
| | 12 | Promotional/marketing materials. Must include disclosure/conflict of interest statement and must have correct accreditation statement(s) and logo(s). |
| | 13 | Documented communication with faculty regarding the goal of the activity. |
| | 14 | FINAL evaluation form(s) and delivery format. Schedule of delivery for RSS and Enduring Material Activities. |
| | 15 | Updated or changed COI forms (OICHE Approval Required). |
| | 16 | Learning materials including PowerPoint presentations, handouts, etc. Must include disclosure/conflict of interest statement must have correct accreditation statement(s) and logo(s). |
| DUE AFTER ACTIVITY COMPLETION AND/OR ACCORDING TO THE AWARD LETTER INSTRUCTIONS | 17 | Attendance data. |
| | 18 | Evaluation data. |
| | 19 | Certificate distribution instructions. |
| | 20 | Closing report and data. |
| | 21 | Final budget. |
| ACTIVITY APPROVAL PROCESS | | |
| <p>OICHE Advisory Council is responsible for approving and awarding the requested credit for the activity. The council meets the 2nd Tuesday of every month. After the council meets, Activity Directors/Representatives are notified of the outcomes with an “Award Letter” which will detail the results and any required follow-up. If the activity is approved, the award letter will also include the correct accreditation statement(s) and logo(s). The activity cannot be marketed as accredited until this award letter is issued.</p> | | |