

Education Chairperson

January

1. Scout for speakers
2. Use input from previous year's suggestions for topics/speakers
3. Use Education Committee's recommendations
4. Use input from BTS committee

February

1. Send email letters to prospective speakers
2. Outline mission of CTSGNA
3. Outline date, location, and requested topic

March

1. Send letters to speakers in March confirming
 - a. Thanks you for acceptance to speak
 - b. Request Biographical resume, objectives, and and outline for CEU submission
2. Begin application to National Headquarters using standard outline, "Guidelines for submission of application for CEU approval"
3. Guidelines are found on SGNA website
4. Content includes, but is not limited to:
 - a. Each speaker's biographical resume
 - b. 4 objectives per speaker with:
 - o Brief outline for each objective
 - o Time allotted for each objective
 - o Teaching methods
 - o Conflict of interest/ commercial support disclosures if applicable
 - o Submission to National Headquarters by August 1 to allow lowest fees and adequate time to make required changes for approval by SGNA

April/May

1. Reminders sent to speakers for above required information to complete CEU application
2. Identify AV needs required and communicate to Overall Chairperson
3. Assign each speaker with a time slot
4. Submit list of speakers, each speaker's topic, 1 sentence description of content, and time slot to Overall Chairperson and Chair of Registration Flyer by May 1 or sooner

EDUCATION ~ BULLET POINTS

June

1. Follow up with speaker submissions to complete CEU application
2. Target date for final CEU submission August 1
3. Review by National Headquarters may result in revisions in application for final approval of contact hours
4. The option to request GI Specific content approval is included in the application with an additional fee
5. CEU application submission must include
 - Marketing Template
 - Evaluation Forms
 - CEU certificate
 - Payment for CEU's and GI specific content
 - CTSGNA will require receipts for reimbursement within 30 days of expenditure

September

1. Review and make suggested changes from National Headquarters
2. September 1 target date for syllabus content from speakers
3. Submit speakers' syllabus to on-line Syllabus Chairperson by September 1

October

1. Assign speaker introductions
2. Greet each speaker and assist with AV's with Overall Chairperson
3. Coordinate with Overall Chairperson re: honorariums

Follow up and Wrap Up

1. Submit 30-day post activity review required by SGNA using assigned Program Number
 - Include title of activity, date, and contact person
 - Include summary of evaluations and total number of attendees
 - Include registration form with 2 unique identifiers for each attendee (home and email address)
 - Include signed CEU certificate
2. Records are maintained for 7 years