

Continuing Education Activity Proposal

Please complete this CE Activity proposal form. If you are interested in proposing multi-day or multi-session programs, please submit a proposal for each session.

Activity Information

| | |
|--|-----------------------------|
| Activity Title | |
| Nature of the CE Activity: <input type="checkbox"/> WSP-hosted CE activity <input type="checkbox"/> WSP CE Sponsorship for an external group | CEs Requested |
| Activity Type | If "other", please specify: |
| Delivery Mode | Presentation Format |
| Proposed Date(s) | Proposed Time(s) |
| Locations(s) | |

Activity Description: 50-100 words (Narrative should clearly map onto the references)

Participants: Provide the information below to help us know your target audience.

| | |
|--|--|
| Intended Audience | <input type="checkbox"/> Psychologists <input type="checkbox"/> Therapists <input type="checkbox"/> Nurses <input type="checkbox"/> Graduate Students <input type="checkbox"/> Social <input type="checkbox"/> Counselors <input type="checkbox"/> MD/Dos <input type="checkbox"/> Workers <input type="checkbox"/> Other: |
| Audience level of knowledge about the topic? | |
| Estimated Attendance | |

Activity Planning: Check the boxes if they apply to you.

- I am working with a planning committee. I am planning this activity alone.
 The event will be co-sponsored with another group/organization.

Activity Justification: Respond to the prompts below.

| | |
|---|--|
| Briefly describe the origins of this activity. Include the professional, knowledge, or skill gap that you think this activity fills. (Use the <u>Needs Assessment Table</u> resource page to help you complete this section) | |
|---|--|

| | |
|---|--|
| <p>How will this activity address this need and benefit learners and their clients?</p> | |
| <p>Answer only if you have offered this activity before. Otherwise, write "N/A"</p> <p>Briefly describe how you have identified, planned, and implemented the needed/desired changes in the overall program to improve its effectiveness?</p> | |

References/Evidence: Provide at least 3 relevant, current (less than 10 years old), peer-reviewed (e.g., journal article) references that support and reflect the learning educational objectives and CE activity description. Please provide other references on the reference list template page (if applicable). All references must be in the required APA format.

Content Areas: Review the **Approved Content Areas** resource page to see the approved areas then explain the activity's fit with the selected area(s), ensuring that the CE activity descriptions clearly maps onto the references.

Diversity & Inclusion: How will you attend to diversity, multiculturalism, and accessibility in this activity?

Educational Objectives: Objectives should be clearly reflected in the activity description. Use template if more space is needed. To learn about EO's, read our **Educational Objectives for Continuing Education Activities** resource page.

Educational Method(s): What methods will you utilize? (Select all that apply)

- | | | | |
|--|---|---------------------------------------|---|
| <input type="checkbox"/> Video demonstration | <input type="checkbox"/> Discussion (large/small) | <input type="checkbox"/> Simulations | <input type="checkbox"/> Panel Discussion |
| <input type="checkbox"/> Case-based | <input type="checkbox"/> Modeling | <input type="checkbox"/> Presentation | <input type="checkbox"/> Group Work |
| <input type="checkbox"/> Individual Study | <input type="checkbox"/> Direct Instruction | <input type="checkbox"/> Handouts | <input type="checkbox"/> Journal-based |
| <input type="checkbox"/> Other, specify: | | | |

Supplemental Materials: List any print & audio/visual materials you'll use in your instruction.

Desirable Physician Attributes (If CME will be offered to psychiatrists)

Indicate the desirable physician attribute(s) – competencies – this activity addresses. (Select all that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Patient Care & Skills | <input type="checkbox"/> Practice-Based Learning & Improvement | <input type="checkbox"/> Employ Evidence-based Medical |
| <input type="checkbox"/> Medical Knowledge | <input type="checkbox"/> Interpersonal & Communication Skills | <input type="checkbox"/> Roles/Responsibilities |
| <input type="checkbox"/> Professionalism | <input type="checkbox"/> Values/Ethics for Interprofessional Practice | |
| <input type="checkbox"/> Other, specify: | | |

For definitions and more examples of desirable physician attributes, [click here](#)

Administrative Support: Please tell us how we can help.

Budgetary Needs

Describe the budgetary support (e.g., honoraria, lodging, travel) you will need to support the proposed activity.

Technology & Facilities Needs

Describe what audio-visual, technology, and space you need for the proposed activity.

- Please check the box if you will want the activity recorded

Staff Support

Describe how the WSP staff can assist you before, during, and after the activity.

Attachments: Check the boxes below to indicate that attachments are included with the proposal.

- | |
|--|
| <input type="checkbox"/> Proposed Agenda, Educational Objectives, & Reference List <i>(use the templates provided)</i> |
| <input type="checkbox"/> Presenter Forms <i>(submit all required forms for members as outlined in the form)</i> |
| <input type="checkbox"/> Planning Committee Information Form <i>(submit all required forms for members as outlined in the form)</i> |
| <input type="checkbox"/> Co-Sponsor Form <i>(optional; available upon request)</i> |
| <input type="checkbox"/> Planning Meeting Minutes or Documents <i>(please include drafts such as syllabi or detailed schedules)</i> |

Note: As a CEU provider we must document our planning process to comply with our accreditation. Therefore, all proposed continuing education activities must have a documented planning process. We require that you submit monthly attendance records, meeting minutes, and/or planning documents and that you provide minutes or memoranda to file regarding the origin of this program and the process to develop the idea.