



Idaho State Board of Pharmacy

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P.O. Box 83720 Boise, Idaho 83720-0067 208.334.2356 208.334.3536 fax

CONTINUING EDUCATION PROGRAM REQUEST FOR APPROVAL

INCOMPLETE FORMS WILL NOT BE PROCESSED

Office Use Only	
CE PROGRAM # _____	
Approved for _____ CEU's	
Signature _____	
Date _____	

REQUEST MUST BE SUBMITTED 21 DAYS PRIOR TO PROGRAM DATE

APPLICANT INFORMATION

Name of person applying for credit: _____
Sponsoring Organization, Presenter or Continuing Education Coordinator

Phone: _____ Fax: _____
(Approval form will be returned by fax if provided)

Address: _____
Street City St Zip

PROGRAM INFORMATION

Sponsoring Organization (if applicable): _____

Phone: _____ Fax: _____

Title: _____ Contact Hours: _____
60 minutes actual = 1 contact hour

Date: _____ Time: _____

Location: _____
Include address

Program Registration Open to: _____ Fee: _____

PRESENTER INFORMATION

Name Instructor(s): _____

Attach: curriculum vitae or resume of instructors or other persons responsible for the delivery and content of the program

Description of Subject Matter _____

Attach:

- A. Learning objectives and a description of the subject matter
- B. Method and materials for assessing the learning objectives
- C. Copy of the materials to be offered to the participants and the program to be presented (electronic or hard copy)

Method of evaluating satisfactory completion of the program: _____

Signature of Applicant: _____ Date: _____

CERTIFICATE OF ATTENDANCE MUST BE PROVIDED

BOARD ISSUED CE # MUST BE ON CERTIFICATE FOR AUTHENTICITY

050. CPE: PROGRAM CRITERIA.

01. Board Approval of CPE Programs. The Board recognizes CPE program accreditation by ACPE and CME. CPE programs not accredited by either ACPE or CME must be approved by the Board.

A sponsoring organization, presenter or continuing education coordinator may apply to the Board for accreditation of a CPE program. An application must be submitted twenty-one (21) days in advance of the program and must include: (3-20-14)

- a. The name of the sponsoring organization, if applicable; (3-20-14)
- b. The title of the program offered; (3-20-14)
- c. The learning objectives and a description of the subject matter; (3-20-14)
- d. The method and materials for assessing the learning objectives; (3-20-14)
- e. The method of evaluating satisfactory completion of the program; (3-20-14)
- f. The dates, time schedule, number of clock hours and location of the program; and (3-20-14)
- g. The names and *curriculum vitae* or resume of instructors or other persons responsible for the delivery and content of the program.; and (3-20-14)
- h. A copy of the materials to be offered to the participants and the program to be presented (electronic or hard copy), if applicable. (3-20-14)