Request for CE credit

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| **Vizient CE Team** |
| **Marilu Kelly, MSN, RN, NPD-BC, CHCP**Director, Continuing Education**Kim Bentley, CHCP**Continuing education programs manager | **Becky Easterwood**Continuing education programs manager**Samantha Gordon, MS**Continuing education programs manager**Leticia Salam**Continuing education programs manager  |
| **Request for CE credit due dates** |
| * Multi-Day Activities: Minimum 60 days before the activity start date.
* Single-Day Activities: Minimum 45 days before the activity start date.
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| **Note**: CPHQ Credit request application and payment is required at least **60 days prior** to the start date for your program; pricing is based on the length of your program. No Refunds for cancellations.**Instructions:** Save this form to your desktop before completing. When completed, please email to our continuing education department at continuingeducation@vizientinc.com.  |
| **Contact information** |
| **Course director** | Click or tap here to enter text. |
| **Course director email** | Click or tap here to enter text. |
| **Coordinator/assistant** | Click or tap here to enter text. |
| **Coordinator/assistant email** | Click or tap here to enter text. |
| **Indicate your experience with designing** **Vizient CE activities.** | [ ]  | I have previously worked with the Vizient CE team to design an educational activity. |
| [ ]  | I am new to the Vizient CE planning process and require training. |
| **Activity information** |
| **Activity title*****(Ten word maximum*)** | Click or tap here to enter text. |
| **Date of activity** | Click or tap to enter a date. |
| **Additional dates****(*If applicable*)** | Click here to enter a date.Click here to enter a date.Click here to enter a date. |
| **Activity format**  |
| [ ]  Live in-person[ ]  Live virtual (internet/webcast/webinar)[ ]  Hybrid (available both live in-person and live virtually)[ ]  Conference call | [ ]  Enduring/on-demand[ ]  Vizient Media Productions (webcast)[ ]  Other/Blended Learning (*please specify*):Click or tap here to enter text. |
| **Facility Name & Location*****(Address, city, state, zip code)*** | Click or tap here to enter text. |

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| **Repeat activity** |
| **Definition: A** repeat activity is a live activity that has been reviewed, approved, and granted credit with an identical title, content, learning objectives, target audience, credit type and amount of hour(s) and is being delivered or presented on different dates to different participants. Speakers may be substituted if needed, however, no other changes are permitted. |
| **Will this be a Repeat Activity?** | [ ]  Yes | [ ]  No |
| **Recurring education series** |
| **Definition:** A recurring educational series (RES) is a targeted collection of complementary educational sessions offered on different dates within a 1-year period at regular intervals (monthly, quarterly, etc.). The CE department will review activities to determine eligibility as a RES. A RES is not to be confused with an RSS (Regularly Scheduled Series). |
| **Will this be a Recurring Education Series Activity?** | [ ]  Yes | [ ]  No |
| **Providership** |
| **Are you working/partnering with an outside organization to develop this activity?** | [ ]  Yes | [ ]  No |
| **If yes:**  |
| **Name of outside organization:** | Click or tap here to enter text. | **Contact name:** | Click or tap here to enter text. |
| **Contact phone number:** | Click or tap here to enter text. | **Contact email address:** | Click or tap here to enter text. |
| **Target audience** |
| [ ]  Nurses[ ]  Pharmacists[ ]  Pharmacy Technicians[ ]  Physicians | [ ]  Physician Assistants[ ]  Healthcare Executives[ ]  Healthcare Quality Professionals[ ]  Other (please specify): Click or tap here to enter text. |
| **Commercial support (see definitions on page 3)** |
| **Is commercial support (financial or in-kind) being sought/given for this activity?** | [ ]  Yes | [ ]  No |
| **If yes, please list the name of the company(ies):** | Click or tap here to enter text. |
| **Commercial marketing & promotional activities** |
| **Will there be any vendor or exhibit halls in association with this educational activity?** | [ ]  Yes | [ ]  No |
| **Will there be any sponsorships offered in association with this event?** | [ ]  Yes | [ ]  No |
| **Will there be any non-Vizient branded logos or promotional items distributed in conjunction with this education?** | [ ]  Yes | [ ]  No |
| **Other sources of income** |
| **Will this CE activity have any additional source(s) of funding? If yes, please** **Identify the type of external source(s) of funding:** | [ ]  Yes | [ ]  No |
|  [ ]  Registration fees from learners [ ]  Government monetary grants [ ]  Private monetary donations |  [ ]  Direct organizational support [ ]  Other: Click or tap here to enter text. |

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| **Definitions** |
| **Commercial Support:** | Financial or in-kind support from an ineligible company that is used to pay all or part of the costs of a Jointly Accredited activity.  |
| **Non-commercial Support:** | Financial, or in-kind, contributions given by an eligible organization, which is used to pay all or part of the costs of a Jointly Accredited activity. |
| **In-kind support:** | In the context of the Standards for Integrity and Independence in Accredited Continuing Education, in-kind support is non-monetary support provided by an ineligible company used for an accredited CE activity. Examples of in-kind support include use of equipment and supplies. |
| **Commercial Marketing & Promotional Activities** | Advertising and exhibits are promotional activities and not accredited continuing education. Therefore, monies paid by ineligible companies to providers for these promotional activities are not considered to be commercial support under the Standards for Integrity and Independence in Accredited Continuing Education. However, arrangements for these activities must be reviewed and approved by the CE team in compliance with the Standards, specifically Standard 5: Manage Ancillary Activities Offered in Conjunction with Accredited Continuing Education. |
| **Eligible organization:** | Those whose mission and function are: (1) providing clinical services directly to patients; or (2) the education of healthcare professionals; or (3) serving as fiduciary to patients, the public, or population health; and other organizations that are not otherwise ineligible. |
| **Ineligible companies** | Those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. |