



GENERAL GUIDELINES FOR PROVIDING CONTINUING PROFESSIONAL EDUCATION (CPE) PROGRAMS

1. Program sponsor should inform participants in advance of learning objectives, prerequisites, program level, program content, advance preparations, instructional methods, recommended CPE credit and relevant administrative policies.
2. Sponsors should ensure that the number of participants and physical facilities are appropriate for the instructional methods.
3. Sponsors should employ an effective means of evaluating program quality with respect to content and presentation.
4. All programs should be measured in fifty-minute contact hours. For example, a group program lasting one hundred minutes would count for two contact hours.
5. Instructors or discussion leaders should be given CPE credit for their preparation presentation time.
6. Program certificate should include: 1) program sponsor, 2) title and description of content, 3) date, 4) location, and 5) number of CPE contact hours.
7. Records must be kept for up to five years.