

## Continuing Education Accreditation Criteria Mastersheet

Date:

Submitted by:	Date Submitted:						
Proposed Provider:							
Approval Type: Single	Course Seminar Lor		Long-Ter	m Approval	☐ Convention		
Title of Course/Seminar:							
Instructor Name:							
Course/Seminar Date:							
Main Topic(s)/Focus							
Duration of Course:	ration of Course: days / hours						
Type of Presentation (check all that apply):							
☐ Live Demonstration ☐ Online Training/Self –Lead							
☐ Lecture/Presentation ☐ Round-table/Seminar							
II. Evaluation Result Values							
		1	2	3	4	5	
				-		-	
Relevance to the Profession:							
Level of Interaction with Material							
Presenter/Instructor Experience in the Profession:							
Level of Detail:							
Level of New Knowledge Presented:							
Number of Approvals			,				
Number of Denials							
Number of Conditional Approvals							
Suggested Number of Credit Hours							
III. FINAL DECISION							
☐ Approved	Number of Credit Hours Granted:						
☐ Denied	Reason:						
Comments:							

The function of the Mastersheet is to compile the data from the worksheets that each committee member completes when evaluating a potential continuing education course. It helps with the decision-making process as it summarizes all the information and opinions of the committee members. The Mastersheet will be completed by the administrative staff or someone who is not participating in the evaluation itself.

NOTES:	