

**TO:** CEU Event Planner

**FROM:** Michelle Schellhorn, Administrative Assistant, Academic Affairs

**DATE:** January 2, 2025

**RE:** CEU Documents, Timeline and Costs

Allen College is approved by the Iowa Board of Nursing to offer continuing education credit to nurses. The college is not approved to offer continuing education credit for other disciplines.

Below is a summary and timeline of the process. A checklist with details is included on page 2 for the CEU event planner.

Cost: \$10 per certificate (CEU or attendance)

4-5 weeks prior to an event submit the following (refer to CEU event planner checklist for details):

- CEU application (attached)
- Event planner should consider collecting email addresses for your participants so you can distribute the digital certificates when I send them to you following the event.

2-3 weeks after submitting the application:

- I will notify you whether the event has been approved for CEU credit.

1-2 weeks prior to the event:

I will send the following documents to complete/collect at the event and return following the event.

- Coordinator summary of the event
- Sign-in sheets (there is an option for digital sign-in using a QR code or link)
- Evaluation forms (there is an option for completing a digital evaluation using a QR code or link)

1 week following the event:

The following items need to be submitted to me no later than one week following the event. Failure to submit these documents and/or a written request for an extension or waiver may cancel or deny any CEU credit previously agreed upon.

- Completed coordinator summary of the event.
- Completed sign-in sheets.
- Completed evaluation forms.
- Copies of handouts and presentations (i.e. PowerPoint).

1-3 weeks after receiving event documents:

- I will send you an invoice for the certificates (\$10/per certificate).
- Upon receipt of payment (if applicable), I will send you the digital CEU certificates to distribute to your participants.

For questions contact [Michelle.Schellhorn@allencollege.edu](mailto:Michelle.Schellhorn@allencollege.edu) or (319) 226-2517. Thank you for helping Allen College make every continuing education event a success.

## CEU Event Planner Checklist

Name of Workshop: \_\_\_\_\_ Date of Event: \_\_\_\_\_

### 4-5 weeks prior to the event – CEU event planner will submit:

- Application for continuing education program (notification of approval will be 2-3 weeks after completed application is submitted.)
  - An event must be at least 60 minutes. An agenda (showing times of speakers and any breaks) must be included with the application for events longer than 60 minutes. Contact hours will be determined by the actual time spent learning.
  - Narrative of the planning of the offering (included on the application). May be as simple as an email detailing how an event was decided on and include the involvement of a nurse in the planning.
- Program brochure/flyer for approval before printing and distributing (*Can be created by Allen College*)
  - Brochure must include the following information: date, time, location, statement of purpose, educational objectives, teaching/learning strategies, reference list, intended audience, credentials of instructors, continuing education statement including the amount of credit to be awarded. Printing the agenda on the flyer is optional.
  - Upon request, Allen College can create a basic brochure/flyer with a minimum of four (4) weeks' notice.
- Vitae/Resume of each speaker

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- Financial statement and/or budget (Required for all events having a registration fee great than the \$10 CEU certificate fee.)

### 1 Week after the event – CEU event planner will submit:

- Copy of all handouts and/or PowerPoints and all supportive materials used.
- Reference list (if appropriate).
- Coordinator summary form.
- Completed sign-in sheets.
  - Printed name, signature and nursing license must be listed to receive a CEU certificate. A certificate of attendance may be issued for those who are not nurses if requested. Names need to be legible and those who wish to receive CEU credit are clearly marked if the entire list doesn't receive CEU credit. Participants must attend the entire session to receive credit; therefore, remove anyone from the list who did not attend the entire session.
- Evaluation forms
  - Completed evaluation forms will be summarized by Allen College and shared with the CEU event planner.

## CEU Event Planner Checklist

Page 2

### **1-3 weeks after receipt of the sign-in sheet, evaluations and coordinator summary, Allen College will:**

- Send an invoice for \$10 per certificate will be sent to the CEU event planner (if applicable).
  - If event is held planned by a UnityPoint Health affiliate, finance may be contacted to complete inter-company billing for the certificates.
  - If event is not planned by a UnityPoint Health affiliate, an invoice will be issued for any certificates prepared.
- Prepare certificates.
  - Certificates will be prepared based upon the names on the sign-in sheet and sent to the CEU event planner to distribute. It's important the names on the sign-in sheet are legible and clearly marked whether they receive a CEU certificate (nurses) or certificate of attendance. Nursing license number is required to receive a CEU certificate.
  - Certificates are sent to the CEU event planner through email but could be printed and mailed to the event planner if signaled ahead of the event.
- Send the event coordinator a summary of the evaluations.