



CONTINUING EDUCATION REQUIREMENTS

	Nursing	Social Work	IBLCE	MCBAP
Event Agenda with CE hours	●	●	●	●
Event Description	●	●	●	●
Presenter Bio		●	●	●
Purpose, Objectives & Disclosures (POD)	●	●	●	●
Certificate	●	●	●	●
Evaluation	●	●	●	●
Event Objectives				●
Planning Committee with discipline credentials	●	●	●	●
References	●	●		
Learner Knowledge Gaps (evidence & references)	●	●		
Learner Outcomes	●			●
Learning Engagement Strategies	●			
Presenter & Planning Committee Relevant Financial Relationship (RFR)	●		●	
Promotional Materials	If there are exhibitors		●	
Competency/Area of Learning	●	●	●	●
BREAKOUT				
Title & Description	●	●	●	●
Objectives (min. 1 per session)	●	●		●
References (min. 2 per session)		●		

This form is used for collecting information needed to apply for Continuing Education credits for five disciplines.

If you are not applying for all of the disciplines, you will not need to complete all of the information.

Agenda; Submit an agenda with the following information:

1. Event Title (including theme if applicable)
2. Event Date(s)
3. Facility Name/Address (mark virtual if virtual)
4. Registration Link or Contact
5. Specific length of time for Welcome, Closing, Breaks, Sessions

Activity Type *Select all that apply and enter start dates. End Dates also needed for recorded or enduring material.*

Check	Activity Type	Start	End	Check	Activity Type	Start	End
	Training: In-Person				Training: Virtual		
	Conference: In-Person				Conference: Virtual		
	Blended (In-Person & Virtual)				Post Event Recorded Material		
	Webinar: One Time				Independent Study (Enduring)		

Event Description

Planning Committee Member with credentials.

Must have an active license. They do not need to attend each meeting but should be an active part of the content development and speaker selection.

Nurse Planner:

Name:	Credentials:
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Social Work Planner:

Name:	Credentials:	License #:
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MCBAP: Do you have a member of your Planning Committee who is working full-time in substance abuse treatment or prevention?

Name:	Email:
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CLC Planner

Name:	Credentials:
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References/Bibliography

Please list three bibliography references that are relative to the topic being presented following these guidelines:

References must be listed in the APA format

Two of three references must be from a peer-reviewed book or journal

At least one reference must be from a peer-reviewed book or journal that was published within the last five years

Websites may be listed as a fourth reference only if it is the direct link to the topic being presented

Resources: [Scribbr Citation Generator](#), **Find References for your Training on** [Google Scholar](#), [Grammarly Citation Generator](#)

Learner Knowledge Gaps

Describe the professional practice gap (describe what nurses currently know or can do in practice, including a change in practice, problem in practice, and/or opportunity for improvement): Guidance on description.

- What is the problem or opportunity that needs to be addressed by this activity?
- Provide a brief (1-2 sentence) explanation of the current problem.
- Required CNE and description of the education does not describe the gap.
- Example: *Nurses are not aware of new guidelines from CDC regarding adult immunizations.*

Adapt for social work to answer, "Explain the relevance the event has to the practice of social work."

Evidence to validate the professional practice gap/problem: Provide a summary or describe how you know this professional practice problem or gap exist. Include Nurse Planner and Planning committee's analysis of the data.

- How is the evidence (e.g., data, trends in literature) informing you that a professional practice gap exists for the target audience? What data supports the need for this education?
- Stating that there is a "need" or a "request" for the activity is not adequate

References to Support Learner Knowledge Gaps

- Include best available evidence that appropriately supports the content of the education activity. Best practice is for the references and resources that have been developed and/or published within the last 5-7 years.
- It is not required that references be provided in APA format, however references should include adequate detail to ensure that information referenced can be located (i.e., page number, date, author, publisher)

1.

2.

3.

Learning Outcome

A measurable outcome statement, states what the learner will know and/or know how to do at the end of the activity.

- The learning outcome statement needs to be written in measurable terms (quantifiable) and should include the outcome and the metric that the outcome is measured by.

- The learning outcome **must tie to the professional practice gap and the underlying educational need**. If the underlying need is knowledge, the outcome should be related to measuring a change in the learner's knowledge, etc.

- The measurable learning outcome is NOT a list of objectives, NOR a number in front of an objective.

- TIP: reflect on these questions to guide the NP/planning committee to choose the applicable learning outcome(s):

- o What is the measurable goal or outcome that this activity sets out to achieve?

- o What should the learner(s) know, show, and/or be able to do at the end of the activity?

- o What will be measured when the learner completes the activity? For practice change, how will the Nurse Planner measure implementation to nursing practice has occurred?

- o Think SMART goal.

- Example: *100% of nurses will accurately explain the CDC-recommended adult immunization protocol by answering questions in a case study at the conclusion of the activity.*

Learning Engagement Strategies/Active Learning Strategy

Identify the learner engagement strategies that will be used for the activity. Strategies should be congruent with activity format and the underlying educational needs identified above (knowledge and/or skill). Check all that apply:

Opportunities for dialogue, question, answer		Including time for documentation, self-check, reflection	
Analyzing case studies		Interactive knowledge checks	
Practicum or Simulation		Problem-based learning	
Other (describe):			

Planning Committee Members & Presenters

Submit a list of Planning Committee members and Presenters.
 Provide them with this link to disclose ineligible relationships:
<https://mphijotform.com/form/223005582624046>

This is the information that is required:

Name	Bio	Organization	Credentials	Role	Ineligible Relationships (Nursing & IBCLE only)
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Purpose, Objectives, Disclosures (POD)

The POD informs attendees about any necessary CE information.

Check One:

Attendees must attend entire event to receive credit	Attendees can receive credit for the portion of the training they attend (only optional if the event is longer than three hours)
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Check One:

Attendees will be required to complete an evaluation before receiving credit	Attendees will be required to score a minimum on a post-test before receiving credit
Attendees will be required to perform a demonstration before receiving credit	

Promotional Materials

Provide documentation for the training event/activity. Documentation may be a flyer, program, screenshot of webpage, POD, or description of training activity/event.

Breakout Sessions:

Create a log to track Breakout Sessions. You must collect the following information for each session and submit with your Continuing Education packet. Social work has a specific form.

Breakout Title	Description of content	Primary presenter name and bio	Objectives	Three references

Competency/Area of Learning

This is an opportunity for your Planning Committee member who has the credentials in that discipline to verify that the education qualifies.

Nursing (CNE)
 Provide a [recognized professional competency](#) statement that aligns with the gaps:

IBCLE CERP Recognition	
Pathology	Physiology and Endocrinology
Psychology, sociology and anthropology	Pharmacology and Toxicology
Research	Techniques
Equipment and technology	Ethical and legal issues
Equipment and technology	Public health and advocacy

Select all Social Work standards that apply	
Theories & concepts of human behavior in the social environment	Social work practice, knowledge, & skills
Social work research, program evaluation, or practice evaluation	Social work agency management or administration
Development, evaluation, or implementation of social policy	Social work ethics and standards of professional practice
Cultural competence and diversity	Pain/pain symptom management-Psychology of pain

Select a MiCHWA Core Competency that your training activity/event relates to (select all that apply):	
Role, advocacy and outreach	Navigating community resources
Legal and ethical responsibilities	Teaching and capacity building
Communication skills and cultural responsiveness	Coordination, documentation, and reporting
Healthy lifestyles	Behavioral health and substance use disorder

Additional items needed for disciplines not listed (e.g., Registered Dietitian, Physicians, Certified Health Educators, etc)

Other:

Other:

Other:

Other:

Other: