

## Check List: Do You Have Everything You Need to Submit?

**Self-Study ACTIVITIES:** Activity Types – 700, 710, 720, 730, 740

For additional information of Activity Types please refer to, the [PDP Guide](#).

- Activity Type**
- Descriptive Activity Title**
  - *Ex. Carbohydrate Intake in Individuals with Type 2 Diabetes*
- Activity Contact Person** - Phone number, and Activity Provider email address
- Number of CPE Hours Requested**
  - Please note: 1 contact hour is equal to 1 CPEU; CPEUs are in increments of 0.5)
- CPE Level**
  - Level I: Assumes that the participant has little or no prior knowledge of the area(s) covered
  - Level II: Assumes that the participant has general knowledge of the literature and professional practice within the area(s) covered
  - Level III: Assumes that the participant has thorough knowledge of the literature and professional practice within the area(s) covered
- Target Audience**
- Access to Self-Study Activities**
  - Physical copy or electronic
  - objectives of the activity stated in operational behavioral terms
- Bibliography**
  - References must be cited
  - Controversial or disputed issues must be presented as such, with documentation from current and reputable refereed scientific journals
- Expert review forms from 3 content experts**
  - Content should not be associated with the creation of the program content in any way
  - Expert review forms are available for download [here](#)
- A resume, biosketch or Curriculum Vitae for each content expert**
  - Biosketch forms can be found [here](#)

- Post-Assessment**
- Critical Thinking Tool**
  - [Click Here](#) to access the critical thinking tool
- Timing Outline/Agenda**
  - [Click Here](#) to access an example
- Disclose potential conflict of interest, including commercial bias**
  - Sample disclosure statement can be found [here](#)
- Suggested Performance Indicator(s)**
  - For a list of Performance Indicators, [Click Here](#)
- Activity Date**
- Location(s) - City & State**
  - If the activity is to be held in multiple locations, please provide a listing that includes each city, state, and date

**Documents to attach for Self-Study Activities:**

- [Review Forms](#) from 3 Content Experts
- Resume/CV/[biosketch](#) for each Content Experts
- Access to the activity
- Bibliography
- [Timing Outline/Agenda](#)
- Resume/CV for each presenter
- Post-Assessment
- [Disclosure Statement](#)
- [Critical Thinking Tool](#)