

The Nebraska Council for Continuing Pharmacy Education (NCCPE) is happy to work with other entities in a co-sponsorship relationship to accredit continuing pharmacy education (CPE) programs. The following is a *partial* list of items that must be completed *before* NCCPE may accredit a continuing pharmacy education program.

1. Send a \$500.00 non-refundable per program fee made payable to NCCPE.
2. Complete a NCCPE *Continuing Education Program Request Packet* and return it at least 90 days prior to the program.
3. Sign a NCCPE *Letter of Agreement with Non-Approved Organization*. This agreement should be signed at least 90 days prior to the program.
4. Each program speaker needs to sign a *Disclosure Declaration* and provide a copy of his/her CV or resume. Each member of the program planning committee must sign a *Conflict of Interest Disclosure* form.
5. If any, each commercial representative needs to sign the enclosed *Letter of Agreement* for educational grants or support.
6. The program brochure must include all the items listed below and draft copies of program literature materials must be received at least 60 days prior to the program date for final approval by NCCPE. NCCPE requires adequate advance information to be provided to prospective participants in order to enable them to be well-informed consumers of continuing education programs. Promotional materials (e.g., brochures, advertisements, memoranda, letters of invitation, or other announcements) should clearly and explicitly include the following key informational items:
 1. Program title.
 2. Educational goals and specific learning objectives.
 3. Nature of the target audience(s) that may best benefit from participation in this program.
 4. Date(s) and location. (In the case of ongoing programs, the initial release date must also be included.)
 5. Faculty names and credentials.
 6. Fees for the program and a clear statement of the items that are and are not covered by those fees, as well as any applicable deadlines for pre-program cancellations and fee refunds.
 7. Schedule of the educational activities, including educational activities distinguished from non-educational activities.
 8. Amount of continuing education credit, specified in contact hours or CEUs, that can be earned through participation in and successful completion of the program.
 9. Information about where and how Statements of Credit will be issued.
 10. The official ACPE logo, used in conjunction with a statement identifying NCCPE sponsorship and the cosponsor of the program, according to the exact language of the prescribed statement: "*NCCPE is accredited by the American Council for Pharmacy Education (ACPE) as a provider of continuing pharmacy education.*"
 11. The ACPE Universal Program Number assigned to the program by NCCPE
 12. A full description of all requirements for successful completion of the continuing education program and subsequent awarding of credit (e.g., passing a post-test at a pre-specified proficiency level, completing a program evaluation form, participating in all sessions or certain combinations of sessions which have been designed as a program package, etc.)
 13. Acknowledgment of outside organization(s) providing financial support for any component of the educational activity.

Send documents to NCCPE, 6221 S 58th Street, Suite A, Lincoln, Nebraska.

For assistance, contact NCCPE President/Administrator, Joni Cover, at 402-420-1500 or joni@npharm.org