**Continuing Professional Education (CPE)**

**Requirements and Reporting**

**Background**

COPAS is routinely audited for CPE compliance purposes. In order for PASH to continue offering CPE to its members, we are required to meet the CPE documentation requirements and provide the appropriate documentation to COPAS for their files.

**Documentation**

COPAS is required to retain the following information:

* Completed checklist with the following information
  + Course number (course number is provided by COPAS)
  + Sponsor of program (Society/Committee Name)
  + Date and time of program
  + Location of program
  + Name of program
  + Name of presenter(s)
  + Hours of CPE
  + Learning objectives
  + Field of Study (usually specialized knowledge)
  + Program Level - Basic
* A written biography, resume or list of credentials from your presenter(s)
* A complete copy of the presentation materials, agenda and/or meeting minutes
* If advertised, a copy of the advertisement or announcement
* Completed evaluation forms
* Copy of sign-in sheet listing all attendees
* Copy of certificates of completion provided to members

**Meeting Requirements**

* 1 Hour of CPE Credit is given for 50 minutes of educational material
* Administrative portions of the meeting are not eligible for CPE Credit
* Attendees must be present for the entire CPE portion of the meeting and must submit an evaluation form and complete the sign-in sheet (including marking they need a certificate issued)
* CPE certificates may be handed out at the meeting or emailed afterward but the meeting leader should retain a copy of all certificates issued with names filled out

**Timing and Other**

* COPAS approval must be obtained in advance of any advertising
* Courses must be advertised 10 days in advance of the course date
* Documentation should be sent to COPAS within 30 days after the meeting
* Learning Objectives must be identified using active verbs
* Course must include discussion questions