

NASBA REQUIRED ELEMENTS OF PROMOTIONAL MATERIAL

If you advertise the title of a class or presentation for which participants will earn CPE at a society event, in addition to the location, date and time of the event, you must include the following NASBA required items on the promotional materials (please see the sample flyer):

1. Learning objectives
2. Instructional delivery method
3. CPE credit
4. Field of study
5. Prerequisites
6. Advance preparation
7. Program level
8. Program description
9. How to register
10. Cost if applicable
11. NASBA Registry sponsor statement
12. If offered to non-members how to see cancellation, refund and complaint policies.