

CE COURSE PROPOSAL PROCEDURES

Prospective CE course presenters are asked to contact the Office Manager to guide them through the CE course proposal process.

For CE courses to be produced by professionals or organizations not associated with SDPA, the Office Manager will request information necessary to present to the SDPA Board for approval (terms to be negotiated).

For CE courses to be produced by SDPA or SDPA committees, the Office Manager speaks with the prospective CE course presenter about the topic the presenter wishes to propose and their qualifications to speak on this topic. The Office Manager then discusses the proposed topic and presenter with the President and the chair of the CE Committee to determine if the prospective course fits within the continuing education goals for the year. If the proposed fits within educational goals for the year, the Office Manager provides the prospective presenter with the CE course proposal form (see CE Course Proposal Form) and the CE course proposal instruction sheet (see CE Course Proposal Instruction Sheet) and reviews with them the requirements for submission.

A prospective CE course presenter must submit the CE course proposal form to the Office Manager at least 60 days prior to the anticipated date of the CE course event.

The Office Manager reads the submitted CE course proposal and works with the prospective presenter to ensure that the proposal is complete.

The Office Manager sends the completed CE course proposal to the chair of the CE Committee for CE Committee review and approval. The CE Committee will provide a response within two weeks.