

**Continuing Education Activity Plan Check List
for an Approved Sponsor Workshop**

Activity Number: . .

Number of CEUs: _____ Professional Studies

General Studies

Continuing Education Activity Plan Sponsor Form

Activity Plan Instructor's Form

Promotional Materials (brochure, flyer, registration form, etc.)

Educational Agenda/Handouts

Instructor Resume, Vitae or Bio

Activity Report Form

Evaluation Summary (including comments)

Blank Evaluation Form

Blank Certificate of Attendance

_____ Date materials sent to the CEU sponsor's office
after the activity for processing.

Comments: