



Learning CE Event Checklist

Use this checklist to help you determine whether your event meets all Learning continuing education (CE) requirements.

Before an Event:

- Identify and vet the instructors.** Make sure you have secured Qualified ACE Instructors to deliver instruction for the event and have taken steps to ensure they will remain present for the duration of the event. Qualified ACE Instructors and Individual Providers must:
 - meet the criteria outlined in the [ACE Provider Handbook](#)
 - have expertise in the subject as demonstrated by their CVs
 - have agreed to follow the [Professional and Ethical Compliance Code for Behavior Analysts \(Code\)](#) during the event
- Identify and vet the co-presenters (if applicable).** All co-presenters should have direct, in-person supervision from a Qualified ACE instructor or Individual Provider. Additionally, all co-presenters must:
 - have expertise in the subject as demonstrated by their CVs
 - have agreed to follow the Code during the event
- Ensure that your event content meets Learning CE requirements.** Be sure to review all presentation materials, including any learning objectives, syllabi, and slides to confirm that:
 - all content is behavior-analytic in nature, and addresses the practice, science, methodology, theory, or the profession itself
 - all content is designed for certified individuals and extends beyond the content areas on the task list or relates directly to the profession of behavior analysis
 - all content is accurate, up to date, and consistent with current best practices. Additionally, be sure to identify Ethics or Supervision CE where appropriate.
- Determine the number of CEUs for your event.** Make sure the event includes at least 25 minutes of instruction; 0.5 CEUs can be awarded per 25 minutes of instruction
- Establish a method for monitoring participant attendance and issuing certificates.**
- Disclose affiliations in event materials.** Ensure that procedures are followed for disclosing affiliations with companies, products, and/or services that may be featured during the event (if applicable).

After an Event:

- Collect and review feedback on the event.**
- Issue documentation to participants that contains the information listed in the CE Event Documentation section of the ACE Provider Handbook within 45 days of the event.**
- Retain and manage event documentation.** Retain documentation for all events you offer as these documents may be requested at any time. Be sure you have a system in place to record:
 - a summary of all events offered
 - event syllabi and/or presentation materials
 - evidence of instructor qualifications
 - copies of attendance records
 - a description of event monitoring procedures
 - copies of certificates awarded to attendees
 - event feedback
 - marketing materials