



Pre and Post Event Requirements

The following documentation must be submitted to AGPA and approved **90 days** prior to the CE activity:

Pre-Meeting Items

- ✓ Initial application
- ✓ ** Acknowledgements in program materials
- ✓ All promotional materials (brochure, flier, handout)
- ✓ Evaluation form(s)
- ✓ Faculty Disclosure Forms for all planners and presenters
- ✓ Speaker(s)/Presenter(s) CVs
- ✓ Learning Objectives
- ✓ ** Meeting budget
- ✓ ** Program agenda
- ✓ Sample CE certificate

****Not required for Webinars**

Post Meeting Items

Collection and submission of the following materials must be submitted to AGPA **60 days** post CE activity in order for AGPA to officially grant CE credits:

- ✓ Documentation showing how the program disclosure process occurred (i.e. disclosure slide per speaker)
- ✓ ** Final financial accounting
- ✓ Participant evaluation summary report
- ✓ Verification of participant attendance (attendance rosters)

****Not required for Webinars**

***PAYMENT FOR SERVICES SHOULD BE RECEIVED WITHIN 45 DAYS OF THE EVENT ENDING IN
ORDER FOR AGPA TO OFFICIALLY GRANT CREDITS***