

# What Needs To Be Included With A CE Request? Expediting the CE Approval Process

## Schedule

All CE requests should include a time-based schedule of the activity that shows the breakout of the presentation(s) with breaks and lunch marked. This is because the Board only approves actual course time.

### Example:

8:00am-9:00am	Presentation Topic One	(1 hr credit)
9:00am-9:15am	Break	(no credit)
9:15am-12:00pm	Presentation Topic Two	(2.75 hrs credit)
12:00pm-1:00pm	Lunch	(no credit)
1:00pm-2:30pm	Presentation Topic Two, continued	(1.5 hrs credit)
2:30pm-2:45pm	Break	(no credit)
2:45pm-5:00pm	Presentation Topic Three	(2.25 hrs credit)

*In this example, you will only be approved for actual course hours attended in presentations One, Two, and Three (7.5 total hours)*

## Presenter Qualifications

CE programs must be presented by qualified professionals per OAR 850-040-0210(2)(b), including NDs and/or professionally recognized health care providers or educators with expertise in the subject matter. Your request must include a bio or curriculum vitae that establish the presenter is qualified to present information on the topic.

## Orientation

CE programs must be directed to healthcare professionals and be related to naturopathic medicine. A program will not be approved if it is oriented toward the lay public; you will need to include information demonstrating that the orientation of the activity is for healthcare professionals. Most advertising and promotional materials for programs clearly demonstrate the orientation of the activity.

## Pharmacy, OB, and Ethics Specialty Credit

You will need to be specific about how much time within each presentation was devoted to pharmacy, OB and/or Ethics topics if you are requesting that type of credit.

### Example:

You can expect to receive a request for a further breakout if you submit the following for pharmacy credit:

9:00am-11:45am – Women and Depression

The reviewers will want to know how much of the 2.75 hours was spent discussing pharmaceutical treatments and what those pharmaceuticals were. The following “exploded” submission is probably passable:

9:00am-9:30am	Indicators of Socioeconomic depression – overview <i>[this program would not be approved for pharmacy]</i>
9:30am-10:30am	Discussion of advantages and disadvantages of individual drugs such as meclizine in the context of the pregnant or lactating woman.
10:30am-11:15am	Placental transfer and excretion of antidepressant drugs such as celecoxib into breast milk and the considerations for the fetus or neonate.
11:15am-11:45am	Alternative therapies for Depression – non-pharmacologic therapies for depression <i>[this program would not be approved for pharmacy, but the rest would]</i>

## Non-Proprietary Education

Presentations promoting products or treatment techniques are not eligible for continuing education (OAR 850-040-0240(2)(c)). If the presentation material is vague about the objectivity of the presentation or when the presenter is tied to an exclusive product / technique, you will need to include a letter of agreement signed by the presenter. Presenters with any fiduciary relationship to the materials presented or sponsor must disclose this in the initial application request and at the beginning of each presentation.