



ICS DISTRICT CONTINUING EDUCATION GUIDE

Name of Continuing Education (CE) Program: _____

Date* and Location: _____

*Note: Ensure your CE program does not conflict with other CE programs sponsored by Iowa Chiropractic Society or Advantage Chiropractic Network.

Name of Program Speaker: _____

To do prior to CE Program

- Complete and send application for CE hours to ICS four weeks* prior to program
*Note: if sent less than four weeks prior to the program, the ICS CE Committee may not have time to pre-approve the CE hours. If the program does not receive prior approval, please let the attendees know that the CE hours are tentative, pending approval from the ICS CE Committee.
 - Attach speaker's curriculum vitae (CV) to application
 - Attach outline of content/description of program to application
- Create marketing plan – how will you let District Members** know of the CE opportunity?
**Note: If you wish to advertise outside your district, you must receive permission from the other districts in order to do so. You do not want to conflict with any programs other districts may already have planned.
 - Program title, description, & speaker name/info
 - Date & time
 - Location
 - Cost to attend
 - Registration/RSVP information with deadlines if applicable
 - What will they receive? i.e. handouts, CE hours, etc.
 - Contact name for questions

To do at the CE Program

- Ensure all attendees sign in
- Distribute & collect evaluation forms
- Monitor attendees to **ensure honesty in reporting CE hours**

To do following the CE Program

- Send information to ICS
 - Completed Evaluation forms
 - Attendance Reporting Form
 - Speaker's CV and outline of content (if not already done)
 - If applicable: Vouchers & individual payments for DVD CE programs purchased through ICS

Once information is received and approved by the ICS CE committee, ICS will send each attendee their CE letter certifying hours attended.

Keep this form for your records.