



Directions: Please follow this checklist when making your Program Announcement or any other form. All materials must be approved by the Louisiana Pharmacists Association to ensure that all *Criteria for Quality and Interpretive Guidelines* are retained.

	Included
Please state the Program Title and Universal Program Number:	
A. Educational goals and/or specific, measurable performance objectives. Verbs for performance objectives must elicit or describe observable or measurable behaviors on the part of program participants.*	
B. Type of Activity (knowledge, application, practice)*	
C. Target audience(s) that may best benefit from participation in the activity.	
D. Faculty member(s) name, degree, and title/position.*	
E. Fees/Refund information including "no fee" when applicable	
F. Schedule of educational activities (including location and time of program)	
G. Amount of credit in contact hours or CEUs. (Not "CEs")	
H. Official ACPE logo and trademark symbol (®) next to logo, not distorted in any way and in conjunction with the following statement: <i>"Louisiana Pharmacists Association is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education."</i>	
I. ACPE Universal Activity Number, including target audience designation ('P' and/or 'T')	
J. Full description of requirements established by the provider for successful completion of the CPE activity and subsequent awarding of credit. (e.g. passing a post-test at a specified proficiency level, completing an activity evaluation form, participating in all sessions or certain combinations of sessions that have been designed as a track, etc.)	
K. Acknowledgement of any organization(s) providing financial support for any component of the educational activity	
L. Initial release and expiration dates for home-study activities and live activities that are repeated	
P. Designation of Activity Type (Knowledge, Application or Practice)	
*Note: for multi-day conferences, the learning objectives may be listed for the overall conference instead of individual activities on the activity announcement. The items with an asterisk must be listed in the final conference program if they are not listed on the activity announcement.	

Please see Sample Program Announcement attached with references (☞) to these items.