

Check List: Do You Have Everything You Need to Submit?

LIVE ACTIVITIES: Activity Types – 130, 140, 150, 160, 170, 171, 180, 230

For additional information of Activity Types please refer to, the [PDP Guide](#).

- Activity Type**
- Descriptive Activity Title**
 - *Ex. Carbohydrate Intake in Individuals with Type 2 Diabetes*
- Activity Contact Person**
 - Phone number
 - Activity provider email address
- Number of CPE Hours Requested**
 - *Please note:* 1 contact hour is equal to 1 CPEU; CPEUs are in increments of 0.25
 - Live activities must be at least 1 CPEU
- CPE Level**
 - *Level I:* Assumes that the participant has little or no prior knowledge of the area(s) covered
 - *Level II:* Assumes that the participant has general knowledge of the literature and professional practice within the area(s) covered
 - *Level III:* Assumes that the participant has thorough knowledge of the literature and professional practice within the area(s) covered
- Target Audience**
 - Must include an RD and/or DTR
- Disclose potential conflict of interest, including commercial bias**
 - Sample disclosure statement can be found [here](#)
- Suggested Performance Indicator(s)**
 - For a list of Performance Indicators, [Click Here](#)
- Activity Date**
- Location(s) - City & State**
 - If the activity is to be held in multiple locations, please provide a listing that includes each city, state, and date

Documents to attach for live lectures and webinars:

- Detailed Timing Outline/Agenda**
 - *Should include:*
 - Start and end time of each session
 - Speakers first name, last name, and credentials (if applicable)
 - For an example, [Click Here](#)
- Resume/CV for each presenter**
 - *Should include:*
 - Speakers education
 - Speakers credential background

Documents to attach for Journal Clubs:

- **Article(s) to be discussed** - (must be published within the past 5 years)
- **Resume/CV for each presenter**
 - *Should include:*
 - Speakers education
 - Speakers credential background
- **Detailed Timing Outline/Agenda**
 - *Should include:*
 - Start and end time of each session
 - Speakers first name, last name, and credentials (if applicable)
 - For an example, [Click Here](#)