



## Minimum Print and Information Requirements

### Live Activities

#### Save the Date

Title	yes <input type="checkbox"/>	no <input type="checkbox"/>
Date(s)	yes <input type="checkbox"/>	no <input type="checkbox"/>
Location	yes <input type="checkbox"/>	no <input type="checkbox"/>
Instructions on where to go to obtain full activity info	yes <input type="checkbox"/>	no <input type="checkbox"/>
Appropriate sponsorship statement		
Appropriate commercial support statement	yes <input type="checkbox"/>	no <input type="checkbox"/>
This activity has been approved for AMA PRA Category 1 Credit™	yes <input type="checkbox"/>	no <input type="checkbox"/>

#### Invitations/Marketing Pieces

Title	yes <input type="checkbox"/>	no <input type="checkbox"/>
Date(s)	yes <input type="checkbox"/>	no <input type="checkbox"/>
Location	yes <input type="checkbox"/>	no <input type="checkbox"/>
Goal/Objectives	yes <input type="checkbox"/>	no <input type="checkbox"/>
Target Audience	yes <input type="checkbox"/>	no <input type="checkbox"/>
Fees (if appropriate)	yes <input type="checkbox"/>	no <input type="checkbox"/>
How to register	yes <input type="checkbox"/>	no <input type="checkbox"/>
Instructions on how to receive credit (ACPE/ANCC)	yes <input type="checkbox"/>	no <input type="checkbox"/>
Appropriate accreditation statement	yes <input type="checkbox"/>	no <input type="checkbox"/>
For ACPE include logo and UPN	yes <input type="checkbox"/>	no <input type="checkbox"/>
Appropriate credit statement	yes <input type="checkbox"/>	no <input type="checkbox"/>
Statement regarding faculty disclosure	yes <input type="checkbox"/>	no <input type="checkbox"/>
Acknowledgement of commercial supporter	yes <input type="checkbox"/>	no <input type="checkbox"/>
Principal faculty and their credentials	yes <input type="checkbox"/>	no <input type="checkbox"/>
Agenda with speaker's name	yes <input type="checkbox"/>	no <input type="checkbox"/>
ADA Statement (invitation/marketing only)	yes <input type="checkbox"/>	no <input type="checkbox"/>
Non-healthcare professional participation statement	yes <input type="checkbox"/>	no <input type="checkbox"/>

#### Attendee Handout Materials

Title	yes <input type="checkbox"/>	no <input type="checkbox"/>
Date(s)	yes <input type="checkbox"/>	no <input type="checkbox"/>
Location	yes <input type="checkbox"/>	no <input type="checkbox"/>
Goal/Objectives	yes <input type="checkbox"/>	no <input type="checkbox"/>
Target Audience	yes <input type="checkbox"/>	no <input type="checkbox"/>
Instructions on how to receive credit (ACPE/ANCC)	yes <input type="checkbox"/>	no <input type="checkbox"/>
Appropriate accreditation statement	yes <input type="checkbox"/>	no <input type="checkbox"/>
For ACPE include logo and UPN	yes <input type="checkbox"/>	no <input type="checkbox"/>

Appropriate credit statement	yes <input type="checkbox"/>	no <input type="checkbox"/>
Acknowledgement of commercial supporter	yes <input type="checkbox"/>	no <input type="checkbox"/>
Principal faculty and their credentials		
Faculty/planner disclosure statements	yes <input type="checkbox"/>	no <input type="checkbox"/>
Disclosure of discussion of any non-FDA-approved product	yes <input type="checkbox"/>	no <input type="checkbox"/>
Levels of Evidence for patient care recommendations	yes <input type="checkbox"/>	no <input type="checkbox"/>

**Enduring Activities**

**Print**

Title	yes <input type="checkbox"/>	no <input type="checkbox"/>
Goal/Objectives	yes <input type="checkbox"/>	no <input type="checkbox"/>
Target Audience	yes <input type="checkbox"/>	no <input type="checkbox"/>
Instructions on how to receive credit	yes <input type="checkbox"/>	no <input type="checkbox"/>
Appropriate accreditation statement	yes <input type="checkbox"/>	no <input type="checkbox"/>
For ACPE include logo and UPN	yes <input type="checkbox"/>	no <input type="checkbox"/>
Appropriate credit statement (time to complete)	yes <input type="checkbox"/>	no <input type="checkbox"/>
Acknowledgement of commercial supporter	yes <input type="checkbox"/>	no <input type="checkbox"/>
Principal faculty and their credentials	yes <input type="checkbox"/>	no <input type="checkbox"/>
Agenda with speaker's name	yes <input type="checkbox"/>	no <input type="checkbox"/>
Faculty/planner disclosure statements	yes <input type="checkbox"/>	no <input type="checkbox"/>
Disclosure of discussion of any non-FDA-approved product	yes <input type="checkbox"/>	no <input type="checkbox"/>
No product advertising	yes <input type="checkbox"/>	no <input type="checkbox"/>
Date of release	yes <input type="checkbox"/>	no <input type="checkbox"/>
Date of expiration (or most recent review)	yes <input type="checkbox"/>	no <input type="checkbox"/>
Information on how to contact Academy	yes <input type="checkbox"/>	no <input type="checkbox"/>

**Web/CD-ROM/DVD(in addition to above print requirements)**

No links to product or commercial supporters website imbedded in educational activity	yes <input type="checkbox"/>	no <input type="checkbox"/>	NA <input type="checkbox"/>
If link provided – must be only at start or end of activity and must inform the learner they are leaving the educational website	yes <input type="checkbox"/>	no <input type="checkbox"/>	NA <input type="checkbox"/>
All required elements of enduring activity transmitted prior to the beginning of the educational activity	yes <input type="checkbox"/>	no <input type="checkbox"/>	
Hardware/Software requirements	yes <input type="checkbox"/>	no <input type="checkbox"/>	
Policy on privacy and confidentiality	yes <input type="checkbox"/>	no <input type="checkbox"/>	
Copyright – must document provider holds copyright or has permission for use of copyright materials	yes <input type="checkbox"/>	no <input type="checkbox"/>	