

CE COURSE PROPOSAL REVIEW PROCEDURES

The chair of the CE Committee assigns the CE course proposal to two members of the CE Committee for review. Factors involved in the selection of the two reviewers are willingness/availability, independence from presenter, and experience with the CE course proposal content. An assigned reviewer may decline to review a CE course proposal. An effort is made by the chair to spread the reviews as fairly as possible among CE Committee members. Reviewers must e-mail the Office Manager within 24 hours accepting the review assignment or indicating otherwise.

Reviewers must review CE course proposals using a review form provided (see CE Course Proposal Review Form in the Appendices) and return the initial reviews within two weeks after receipt. CE course proposals can be reviewed as Approved, Not Approved, or Approved with Conditions.

Approved by Both – If both reviewers approve, the Office Manager contacts the presenter and proceeds with administration of the presentation. A copy of the approved CE course proposal is sent to Board members for their information.

Not Approved by Both – If neither of the reviewers approve, the Office Manager advises the presenter of the outcome with appreciation for the submission.

Not Approved by One - If only one reviewer approves, the Office Manager notifies the chair and the proposal is assigned to a third reviewer. If the third reviewer does not approve, the proposal is considered not approved (see above). If the third reviewer does approve, the proposal is considered approved (see above).

Approved with Conditions by One or Both – If either reviewer assigns a status of approved with conditions, the Office Manager will notify the chair. The chair will contact the presenter with the conditions. If the proposal is revised, the proposal will be returned to the appropriate reviewer(s) to approve or not approve.