

Application for Evaluation of Lectures, Seminars and Recurring Educational Events

Sponsor Information—Complete All Sections

Sponsor (organization, company, institution) _____

Contact Person _____ Department _____

Address _____

City, State, Zip _____

Daytime Telephone _____ Fax _____ Email _____

Event Information—Compete All Sections

Title of educational event _____

If part of a larger meeting, name of meeting _____

Type of Event:

- Audioweb or Audioconference (one time, one event, one subject, no media duplication)
- Lecture (one event, one subject)
- Seminar (one event, multiple subjects, non-concurrent) PLEASE SELECT ONE:
 - An application for each session is submitted
 - One application is submitted for all sessions
- Conferences (one event, multiple concurrent sessions) – One application per session
- Recurring (same event presented multiple times) – attach list of dates/locations of event

Date(s) of Event _____ Number of Participants Expected _____

Location (Attach list if multiple sites) City _____ State _____

Length (in minutes) _____ Number of credit hours applied for _____

Faculty Name(s) _____ Domains (If Applicable): _____

Has this activity been previously evaluated by the AHRA or by any other CE evaluation mechanism? ____

If yes, by which mechanism? _____ What was the outcome? _____

How are you documenting attendance/participation?

Attachments

- 1) Description of educational content including an outline and objectives (*or use form included in Appendix*)
- 2) Copy of program, brochure, or schedule
- 3) Faculty Credentials Form (*included in this Appendix*) or curriculum vitae for **each** faculty member
- 4) Payment in U.S. dollars made payable to AHRA (see Fee Schedule for appropriate amount)

**Return completed information with appropriate application to:
AHRA, 490-B Boston Post Road, Suite 200, Sudbury, MA 01776
Questions? Call 800-334-2472 or 978-443-7591**

OFFICIAL USE ONLY

Date Received _____ Date Returned _____ Approval Expiration _____

Reference Number _____ # Credits Awarded _____

Authorized Signature _____

