



Education Accreditation Checklist 2021

Course Title

Course Description

Presenter Name

Presenter Credentials

Presenter Picture

Presenter Bio

Presenter cv

Presenter/Educator certificate to teach (if applicable)

Course Date(s)

Course Start Time

Course End Time

Course Location

Syllabus (agenda or schedule)

Advertising & Marketing document(s)

Supporting documents (i.e., handouts, exams, etc.)

Lesson materials (knowledge and psychomotor evaluation)

Student Signature (attendance verification)

Course Evaluation (must include content, facility, presenter)

CE Approval Documentation

Certificate of Completion with Contact hrs and/or CE awarded (where applicable)

Official Course Report (Recap of event)

Supporting documentation (Excel spreadsheet)

Accreditation Number (EMS and/or ONE)