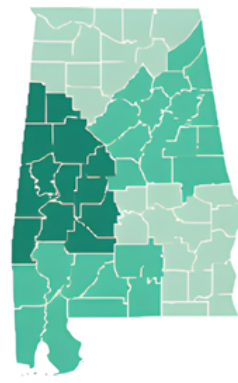


Continuing Education (CE) Contact Hours



Collaborating with the Alabama AHEC Statewide Program Office to provide Continuing Education (CE) contact hours for your event involves several steps to ensure that your event meets the necessary criteria and is properly accredited. Here's a step-by-step guide to help you through the process:

1. Contact the Alabama AHEC Network Program Office

- Initial Outreach: Send a formal email or letter introducing yourself, your organization, and the event you are planning.

2. Provide Detailed Information

- Event Details: Include specifics about your event—date, time, location, format (in-person/virtual), target audience, and overall agenda.
- Educational Content: Describe the content of the event, including learning objectives, key topics, and how it aligns with current professional practices and standards.
- Speakers and Facilitators: Share information about the qualifications and backgrounds of your speakers or facilitators.

3. Submit Necessary Documentation (You can add the link to the CE forms)

- Application Forms: Complete the necessary application forms. These can be found here: alahec.org/ce
- Supporting Materials: Provide supporting documentation, date/time of the event, event agenda, copy of flyer/announcement for event, speaker(s) CV/Bio, objectives.

4. Coordinate on Logistics

- Approval Timeline: Discuss the timeline for the approval process and ensure you meet any deadlines for submission.
- CE Certificates: Clarify how CE certificates will be issued to participants and whether you need to provide them or they will be provided by the Alabama AHEC Network Program Office.

5. Promote the Event

- CE Credit Information: Include information about CE credits in your event promotions to attract participants who are seeking professional development opportunities.

6. Follow Up

- Post-Event Evaluation: After the event, you may need to provide feedback or evaluations to the Alabama AHEC Network Program Office.
- Documentation: Ensure all required documentation is submitted promptly to finalize the CE credit process.

By following these steps, you can effectively collaborate with the Alabama AHEC Network program office to provide CE contact hours for your event, enhancing its value and credibility for participants.