IPCE Workflow
Regularly Scheduled Series (RSS)

Planner's Responsibilities and Documentation Requirements for Credit Approval

All documentation due to CE Office *7 business days* prior to activity start unless otherwise noted

Step 1: Create & Submit

Flyer Components

1. RSS Title
2. Date of Activity(ies)
3. Lecture or Case Topic/Name of Articles
4. Learning Objectives
5. Target Audience
6. Disclosure Statement
7. JA Logo
8. Joint Accreditation Statement
9. Credit Statement
10. Board Recognition Statement
    See template flier from IPCE Office

Step 2: Collect

Disclosure Forms

1. Each Speaker, Planner and Moderator must complete a Disclosure Form and is required to be current when submitting for CE credit for each session

Click Here

Step 3: Complete

Mitigation Form

1. A IPCE Analyst will notify you if a Mitigation Form is required for the activity.

Click Here

Step 4: Complete

Clinical Content Review Form

1. A Clinical Content Review (CCR) Form for each Lecture PowerPoint presentation is required prior to the start of activity (Can be submitted before or after activity)

Click Here

Step 5: Submit

Speaker Honorarium

1. Budget listing all monies received and paid (Final Budget due after activity)

Click Here for Above Documents

Step 6: Submit

Additional Documentation

1. Letter of Agreement for monies received by Ineligible company (ies) in support of activity

1. Exhibitor Agreements for each Virtual or Live Exhibitor present at activity

Click Here for Above Documents

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