

 Methodist College UnityPoint Health	Page # 1 of 1	Section:	Policy#: A-92
	Approval: <i>Dr. K. Q. A. Garrison</i>		Date: 2-17-2017 Review by: 2-17-2020
	Date Revised: NEW		
	Policy/Revision Submitted by: Dr. Deborah Garrison		
SUBJECT: Continuing Education Program Records			

I. POLICY:

This policy works in tandem with Policy A-58 Documents/Records Retention and serves to guide the Department of Career Pathways and Continuing Education in capturing and organizing information for long-term retention. This is specifically important in issuing and validating continuing education hours offered to professionals by the College.

II. PROCEDURES:

The Department of Career Pathways and Continuing Education will collect and store the following information for all continuing education events that approve hours for professionals.

- A roster identifying all program participants;
- A list of all live event program presenters, including the qualifications of each presenter, and an accurate description of the content presented by that presenter;
- A list of all authors and presenters of home study programs, and an accurate description of the content presented by each author and presenter;
- The program content description;
- The attendee/participant evaluations;
- The program promotional and marketing materials; and,
- The program agenda and materials distributed to participants, including the learning objectives

Furthermore, the confidentiality of participant information related to continuing education will remain confidential and secure for the designated period of time that records must be retained (see Policy A-58).

III. GENERAL INFORMATION:

Because the College is sanctioned by several professional organizations in order to award continuing education credits at our events, Career Pathways and Continuing Education must also adhere to the specific regulations of the awarding agency as it pertains to documentation and records retention.