Add an Additional Date for an Approved Course

This is for a live (in person or virtual) education that is the exact same course and is held more than one time in the calendar year. This typed and completed form is required to be submitted to add an additional date or session to the initial application request. **5 business days prior to the activity are needed to process this request.**

|  |
| --- |
| Title of Activity: |
| List date(s) and time(s) of additional sessions you are planning to add: |

**Was the original course approved in this calendar year?**

Yes  No

If NO, this is not eligible to be copied as it is only an option for courses repeated in the calendar year.

**Are there any changes to the planner, committee or faculty for this session?**

No  Yes

If YES, please submit “Add a Planner or Faculty Member Form” which can be found on the CE Planner Resources Tab

**Are all disclosures on file are valid through the date of this activity?**

Disclosures are valid for one year from date of completion.

Yes  No

If NO, you must obtain new disclosure(s) prior to submitting your application. The current application is not eligible to be copied or submitted until this is corrected.

**Are there any changes to the professional practice gap, target audience, outcome or objectives for this session?**

No  Yes – You are not eligible to copy prior application. You will need to submit a new application

**Please briefly describe the need to add an additional session:**

**Next Steps:**

1. Copy the previously approved application in the Avera CE Portal

2. Adjust the date/ time to be correct on Basic Information.

3. If time of day session is being held has changed, adjust your approved planning form to reflect time changes and attached to copied application

4. Click through and click “SAVE” at the bottom of each page. If not done it doesn’t transmit to the CE Portal and application will be returned.

5. Attach this completed form to the application

6. Submit the application

*Note:* The above process must be done for EACH additional date/time you are adding. Always copy from your initial approved application ONLY.