## Avera Continuing Education Registration Timeline



## 4-5 Months Prior to Activity

- Plan education
- Timeline for education implementation and based off of that, develop timeline for application submission.
- Decide evaluation questions to be used.
- Decide registration question you would like to use/data that need to be collected.
- Submit application.

3 Months Prior to Activity

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- Application due.
- Recommend your registration go-live in order for participants to register and collect that data and this will also help you gather your network to communicate with.

30 Days

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- Application reviewed/approved.
- Registration site built.





## Closure

- Activity ends
- Evaluation reports reviewed / Summative QI/Budget submitted

• Registration site is live

**Go Live** 

Questions, contact averacontinuingeducation@avera.org

