



CPE REQUEST FORM

Department of Continuing Professional Education
10970 Parkland Street, Loma Linda, California 92350
(909) 558-4595 / Fax (909) 558-0182

Event & Contact Information

Program/Lecture Title:	<input type="text"/>		
Dates:	<input type="text"/>		
Location:	<input type="text"/>		
Organizing Department:	<input type="text"/>	Other:	<input type="text"/>
LLU Faculty Coordinator:	<input type="text"/>	Phone/Extension:	<input type="text"/>
Contact Person:	<input type="text"/>	Phone/Extension:	<input type="text"/>

Target Audience

Identify Target Audience and Educational Method:	<input type="text"/>		
Type(s) of CPE requested:	<input type="text"/>		
# of CE hours requested:	<input type="text"/>	Expected Participants:	<input type="text"/>

Financial Sponsors

Non LLU Supporters	<input type="text"/>
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Needs Assessment

Is the proposed program evidenced-based? Yes No

Will the proposed program assist health care and other professional in carrying out their professional responsibilities more effectively and efficiently? Yes No

Will the proposed program ultimately improve the quality of patient care? Yes No

Please attach supporting evidence (short literature review, survey summary, etc.) demonstrating the necessity of this event.

Planning Partners / Organizations

Please list the individuals and organizations collaborating on the planning and organization of this CE event. If you need additional space, please attach an additional sheet.

Organization	Participating Personnel	Credentials	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Additional Required Information

Status	Documents/Information to attach:
<input type="text"/>	Preliminary course schedule
<input type="text"/>	Speaker/Presenter Information (name, credentials, organizations, title, bio)
<input type="text"/>	Per lecture information: (title, abstract, objectives)

Responsibilities and Competencies of Health Education Specialists

****Choose ALL competencies fulfilled by this event****

Responsibility I: Assess Existing and Community Needs for Health Education

<input type="checkbox"/>	<i>Competency A:</i>	Access existing health-related data
<input type="checkbox"/>	<i>Competency B:</i>	Collect health-related data
<input type="checkbox"/>	<i>Competency C:</i>	Distinguish between behaviors that foster and hinder well-being
<input type="checkbox"/>	<i>Competency D:</i>	Determine factors that influence learning
<input type="checkbox"/>	<i>Competency E:</i>	Identify factors that foster or hinder the process of health education
<input type="checkbox"/>	<i>Competency F:</i>	Infer needs for health education from obtained data

Responsibility II: Plan Health Education Strategies, Interventions and Programs

<input type="checkbox"/>	<i>Competency A:</i>	Involve people and organizations in program planning
<input type="checkbox"/>	<i>Competency B:</i>	Incorporate data analysis and principles of community organization
<input type="checkbox"/>	<i>Competency C:</i>	Formulate appropriate and measurable program objectives
<input type="checkbox"/>	<i>Competency D:</i>	Develop a logical scope and sequence plan for health education practice
<input type="checkbox"/>	<i>Competency E:</i>	Not covered
<input type="checkbox"/>	<i>Competency F:</i>	Select appropriate strategies to meet objectives
<input type="checkbox"/>	<i>Competency G:</i>	Assess factors that affect implementation

Responsibility III: Implement Health Education Strategies, Interventions and Programs

<input type="checkbox"/>	<i>Competency A:</i>	Initiate a plan of action
<input type="checkbox"/>	<i>Competency B:</i>	Demonstrate skills in delivering strategies, interventions & programs
<input type="checkbox"/>	<i>Competency C:</i>	Use a variety of methods in delivering strategies, interventions & programs
<input type="checkbox"/>	<i>Competency D:</i>	Not covered

Responsibility IV: Conduct Evaluation & Research Related to Health Education

<input type="checkbox"/>	<i>Competency A:</i>	Develop plans for evaluation and research
<input type="checkbox"/>	<i>Competency B:</i>	Review research and evaluation procedures
<input type="checkbox"/>	<i>Competency C:</i>	Design data collection instruments
<input type="checkbox"/>	<i>Competency D:</i>	Carry out evaluation and research plans
<input type="checkbox"/>	<i>Competency E:</i>	Interpret results from evaluation and research
<input type="checkbox"/>	<i>Competency F:</i>	Infer implications from findings for future health-related activities

Responsibility V: Administer Health Education Strategies, Interventions and Programs

<input type="checkbox"/>	<i>Competency A:</i>	Exercise organizational leadership
<input type="checkbox"/>	<i>Competency B:</i>	Secure fiscal resources
<input type="checkbox"/>	<i>Competency C:</i>	Manage human resources
<input type="checkbox"/>	<i>Competency D:</i>	Obtain acceptance and support for programs

Responsibility VI: Serve as a Health Education Resource Person

<input type="checkbox"/>	<i>Competency A:</i>	Use health-related information resources
<input type="checkbox"/>	<i>Competency B:</i>	Respond to requests for health information
<input type="checkbox"/>	<i>Competency C:</i>	Select resource materials for dissemination
<input type="checkbox"/>	<i>Competency D:</i>	Establish consultative relationships

Responsibility VII: Communicate and Advocate for Health and Health Education

<input type="checkbox"/>	<i>Competency A:</i>	Analyze and respond to current and future needs in health education
<input type="checkbox"/>	<i>Competency B:</i>	Apply a variety of communication methods and techniques
<input type="checkbox"/>	<i>Competency C:</i>	Promote the health education profession individually and collectively
<input type="checkbox"/>	<i>Competency D:</i>	Influence health policy to promote health