

## CE Seminar Course Checklist

**Course Name:**

**Provider Number:**

- Please check to confirm and acknowledge the following:

	Please check for acknowledgment
Furnish a timed outline for all sessions seeking approval as CE credit.	
Furnish all guest speaker bios.	
Furnish any supplemental materials being provided to students.	
Furnish a timed agenda of all sessions including all breaks and lunches. <i>(seminar partial only)</i>	
Acknowledge that an approved Florida instructor, for the appropriate course authority, will be in attendance for all sessions presented by a guest speaker.	
Acknowledge the ownership of the source material that will be used as the basis for the course?  <i>*If using another vendor's material please include an authorization letter.</i>	<p style="text-align: center;">Another Vendor, Authorization letter included</p> <p style="text-align: center;">Own Material</p>