

## Certificate Program Timing Outline Checklist

- ☐ Title and start date of activity
- ☐ Start and end time of each live session
- ☐ CPE activity developer(s) (i.e., program planner, author of learner assessment, etc.)/speaker(s)/presenter(s) first name, last name, and credentials (if applicable)
- ☐ Breakdown of time for non-reading-based components (if applicable)
- ☐ Word count of reading-based components (if applicable)
- ☐ Estimated total time for formative and summative assessment (must be exact, i.e., 30 minutes)

## Certificate Program Timing Outline Example

**Title:** Nutrition and Dietetics 3.0

**Course Author:** Samantha Love, RDN

**Start Date of Enduring Components:** December 1, 2024

**Date of Live Components:** February 4, 2025 – February 5, 2025

**Summative Assessment:** Post-test must be completed between February 6, 2025 – February 20, 2025

**Live Activity Location (if applicable):** Chicago, IL

### **Enduring Components (December 1, 2024 – February 3, 2025):**

Start Date: December 1, 2024

CPE Activity Developer(s): Samantha Love, RDN

- Samantha Love, RDN developed the activity & wrote all learner assessments

Book Review – Nutrition and Dietetics

- Word Count: 75,000
  - 75,000 words/100 words per minute = 750 minutes

Recorded Video Review – 600 minutes

- Speaker(s): Jane Does, MS, RDN and John Smith, MD

Reflection Questions (Formative Assessment; **Informal Assessment\***) – 60 minutes

Total Minutes: 1,410 minutes

### **Non-Enduring Components Day One:**

Start Date: February 4, 2025

9:00 am – 9:05 am: Welcome and Introductions\*\*

9:05 am – 9:55 am: Presentation – “Nutrition Research Updates”

Speaker: Jane Doe, MS, RD

9:55 am – 10:05 am: Q & A (Formative Assessment; Informal Assessment\*)

10:05 am – 10:15 am: Closing and Wrap-Up\*\*

Total Minutes Towards CPEUs: 60 minutes

### **Non-Enduring Components Day Two:**

Start Date: February 5, 2025

9:00 am – 9:05 am: Welcome and Introductions\*\*

9:05 am – 9:55 am: Presentation – “Nutrition Research Updates 2.0”

Speaker: Jane Doe, MS, RD

9:55 am – 10:05 am: Q & A (Formative Assessment; Informal Assessment\*)

10:05 am – 10:15 am: Closing and Wrap-Up\*\*

Total Minutes Towards CPEUs: 60 minutes

### **Summative Assessment - 65 Question Post-Test (Formal Assessment\*\*\*):**

Start Date: February 6, 2025

End Date: February 20, 2025

Total Minutes For Summative Assessment: 120 minutes

Total Certificate of Training Minutes: 1,650 minutes

**Note:** Total CPEUs will be determined by the average of the three expert reviewers’ estimated time to complete the product.

\*Informal Assessment = Results are not collected.

\*\*Time for welcomes/introductions, meals, breaks, and closing/wrap-up does not count towards total CPEUs.

CPEUs are awarded for time spent learning.

\*\*\*Formal Assessment = Results are collected.

For concurrent sessions, the time is only counted once since practitioners cannot attend more than one live event simultaneously. For example, if there are three sessions from 12:00 pm – 1:00 pm, it would count as 1 CPE instead of 3 CPEs.

Last Updated: 10/2024