

Non-Enduring Timing Outline Checklist

- ☐ Title and start date of activity
- ☐ Start and end time of each session
- ☐ Title of peer-reviewed journal article being discussed (if Activity Type 161: Journal Club)
- ☐ Title, number, and Provider of associated approved activity (if Activity Type 231: Study Group)
- ☐ Speaker(s)/Presenter(s) first name, last name, and credentials (if applicable)
- ☐ Estimated total time for learner assessment - must be exact, i.e., 30 minutes (if Activity Type 172: Live)

Non-Enduring Timing Outline Example

Title: Nutrition Information Session

Date: December 1, 2024

Location (if applicable): New York City, NY

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 (Informal Assessment**)

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

Total Minutes Towards total CPEUs: 60 minutes (1 hour)

*Time for welcomes/introductions, meals, breaks, and closing/wrap-up does not count towards total CPEUs. CPEUs are awarded for time spent learning.

**Informal Assessment = Results are not 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: 8/2024