

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