

Mixed Activity Timing Outline Checklist:

(To qualify as a mixed activity, all activity components (live/synchronous and enduring) must be required)

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

Mixed Activity Timing Outline Example

(To qualify as a mixed activity, all activity components (live/synchronous and enduring) must be required)

Title: Nutrition and Dietetics 2.0

Start Date of Enduring Components: December 1, 2024

Date of Live Components: April 4, 2024

Live Activity Location (if applicable): Chicago, IL

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

Start Date: March 1, 2024

CPE Activity Developer(s): Samantha Love, RDN

- Samantha Love, RDN developed the activity & wrote the reflection question

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: April 4, 2024

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: 60 minutes

Total CPEU Activity Minutes: 1,470

*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.

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.