

## CE Program Accreditation

### Frequently Asked Questions

#### **What are the fees for CE Program Accreditation?**

AADE has an approver service fee structure available. You may contact [ceapplication@aadenet.org](mailto:ceapplication@aadenet.org) to receive more information about the fees.

#### **Are there deadlines for submitting an application?**

Applications must be received 45 business days prior to the program's initial date. Applications submitted less than 45 business days but more than 30 business days prior to the program's initial date will incur a late fee. We will return applications submitted less than 30 business days prior to the program's initial date as we are unable to process applications that quickly. The AADE does not approve program applications for continuing education retroactively.

#### **What is the process and length of time once I submit my application?**

Once you submit your application you will receive an email confirmation from AADE that it has been received. All communications are sent to the program coordinator designated on the application. At that time the application will be submitted to a multidisciplinary team of trained peer reviewers. Once the application has been reviewed, the program coordinator is notified of the results via email. If revisions are required, the program coordinator is told specifically what revisions are needed. A revised application must be returned by the assigned date. If all requirements have been met and the program is approved a final notification will be sent to the program coordinator. The entire process can take 30-45 business days from when the application is received.

#### **If my program is approved for CE, what will I receive?**

You will receive an email notification stating that the program has been approved and the CE program materials:

- ~Letter(s) of approval containing the Program ID # and the expiration date of the accreditation.
- ~Attendance sheets – must be completed and sent back to AADE no later than 4 weeks post program
- ~Evaluation template
- ~Summative evaluation template – must be completed and sent back to AADE no later than 4 weeks post program

#### **What if I would like to repeat an already approved program?**

Repeat offerings are considered Encore Programs. Encore Program must take place before the program accreditation expires. An Encore request form must be sent 15 days prior to the repeated program date. Encore forms are available for download on the CE Program Accreditation page on the AADE website.

#### **How can I promote my program?**

You must submit a draft copy of the program announcement with the application for pre-approval by AADE before distribution. AADE will provide information on the standards of what can be used on any program announcements.

#### **How can I ensure that everything on the application is ready to submit?**

The application has an "Application Checklist." Using this checklist before submitting will ensure that your application will be processed in an efficient manner. The Application Guidelines & Instructions document is very helpful in answering specific questions about the application, you may use this as a guide when completing your application.