**File Requirements for Activities**

Materials required in your activity files (can be on separate or one form):

* Activity Title
* Location
* Type of Activity (live/enduring)
* Date Presented or Start and End Date (enduring)
* Description of Professional Practice Gap
* Educational Need that Underlies the Professional Practice Gap
* Description of Target Audience
* Desired Learning Outcomes
* Description of Evidence-Based Content with Supporting Reference or Resources
* Learner Engagement Strategies
* Criteria for Awarding Contact Hours
* Evaluation Method (evidence the change in k/s/p of learners was assessed)
* Name and Credentials of Individuals in a Position to Control Content
	1. Planners, presenters, faculty, authors, and/or content reviewers
	2. Identify individual filling roles of Nurse Planner and content experts
* Demonstration of Conflict of Interest Process and/or Forms
* Evidence of Resolution Process for COI (if applicable)
* Number of Contact Hours to be Awarded and Method of Calculation
	1. Keep a record of the number of contact hours earned by each participant.
	2. If activity is longer than three hours, attach the agenda.
* Documentation of Completion and/or Certificate
	1. Title and date of the activity
	2. Name and address of provider of educational activity (Web is acceptable)
	3. Number of contact hours awarded
	4. Accreditation statement/approval statement
	5. Participant name
* Commercial Support Documents
* Disclosures to Learners
	1. Accreditation statement of provider awarding the hours
	2. Criteria for awarding hours
	3. Presence or absence of COI for all individuals in a position to control content
	4. Commercial support (if applicable)
	5. Expiration date (enduring only)
	6. Joint Providership (if applicable)
		1. Marketing materials, advertising agendas, and certificates of completion
		2. Clearly indicate Provider awarding contact hours and responsible for adherence to ANCC criteria
* Summative Evaluation