Template Applications – Request for Accreditation

Contents

Template Applications – Request for Accreditation

Introduction

This application is a single page to manage accreditation requests.

Request for Accreditation   * Required Fields

This document informs the continuing education specialist that I intend to plan a continuing education program and will request that this program be accredited based on the department guidelines, criteria, and supporting documentation.

Date of Request   09/23/2021

Contact Information

Course Director	_____ *	Requester	_____ *
Phone Number	_____	Phone Number	_____
E-mail	_____ *	E-mail	_____ *

Program Information

Program Title _____ *   Date(s) of Program
From   To

Facility Name _____ *   _____ * _____ *

Address _____ *   City/State/Zip _____ *

Activity Type (Check all that apply) *

☐ Live Conference / Workshop   ☐ Conference Call   ☐ Enduring / Archive / Home Study

☐ Online Learning   ☐ Other (Please specify below)

Other Activity _____

If this is an enduring program, it will be accredited for two years from the start date listed. If you prefer a shorter length of accreditation, please specify an expiration date.   09/23/2023 *

What type of credit are you seeking? *

○ Physician (ACCME)   ○ Nurses (ANCC)   ○ Pharmacists (ACPE)   ○ Finance (NASBA)   ○ General

Commercial Support

Is commercial support being sought/given for this program?   ○ YES   ○ NO   *
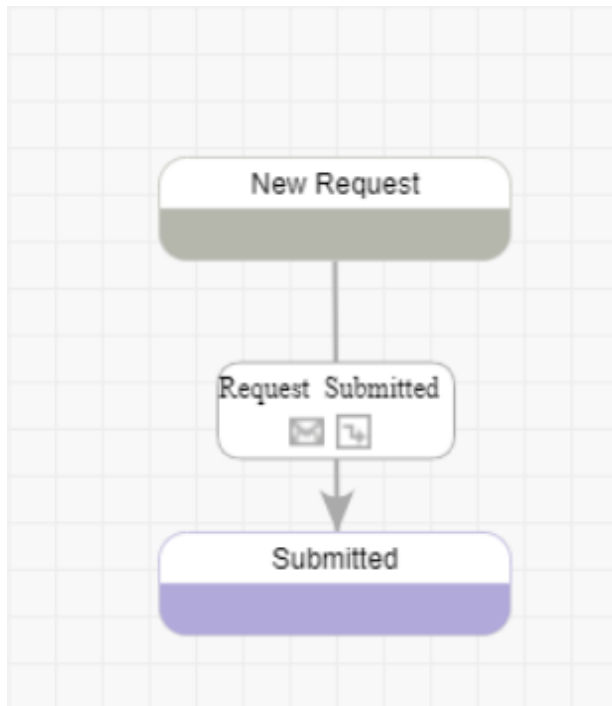**Note: If yes, a Commercial Support Agreement is required.**

Attach _____

SUBMIT

Template Applications – Request for Accreditation

Workflow Logic

There is no detailed workflow logic in this application. On submission, the education specialist receives a notification to review the request. The request will move to the Submitted stage and will be closed.

Notable Behaviors

This app is straightforward, with no complex logic involved. When the app opens, there is some date logic to set the Request and Expiration dates, the latter initially two years after the former. Further date logic ensures the From date must be before, or the same as, the To date, and the Expiration date cannot be more than two years after the Request date.

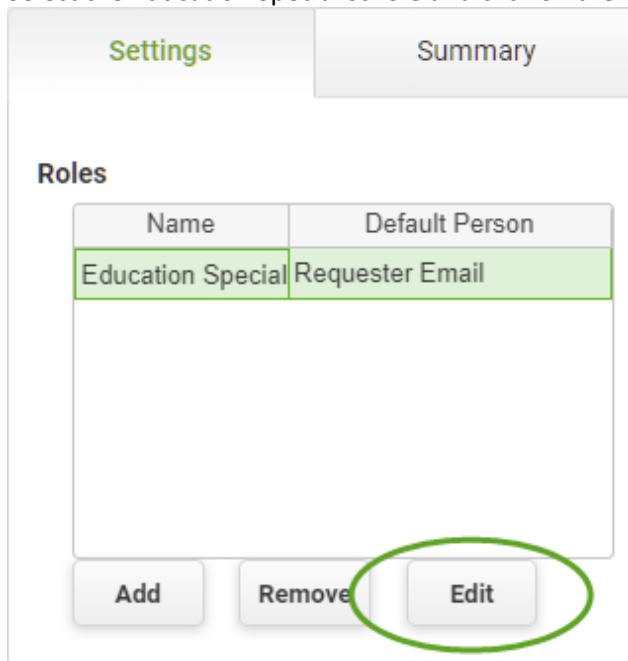# Template Applications – Request for Accreditation

Installation Instructions

The application is designed in demonstration mode; notifications are sent to an E-mail address captured in a field on the app.

In normal circumstances, the Educational Specialist role is occupied by an individual or group within your company. The Educational Specialist role is linked to the Requestor E-mail field in the downloadable version. This link will need to be modified after import.

Open the workflow diagram and select the workflow properties by clicking in the background of the drawing area but away from a stage object or pathway.
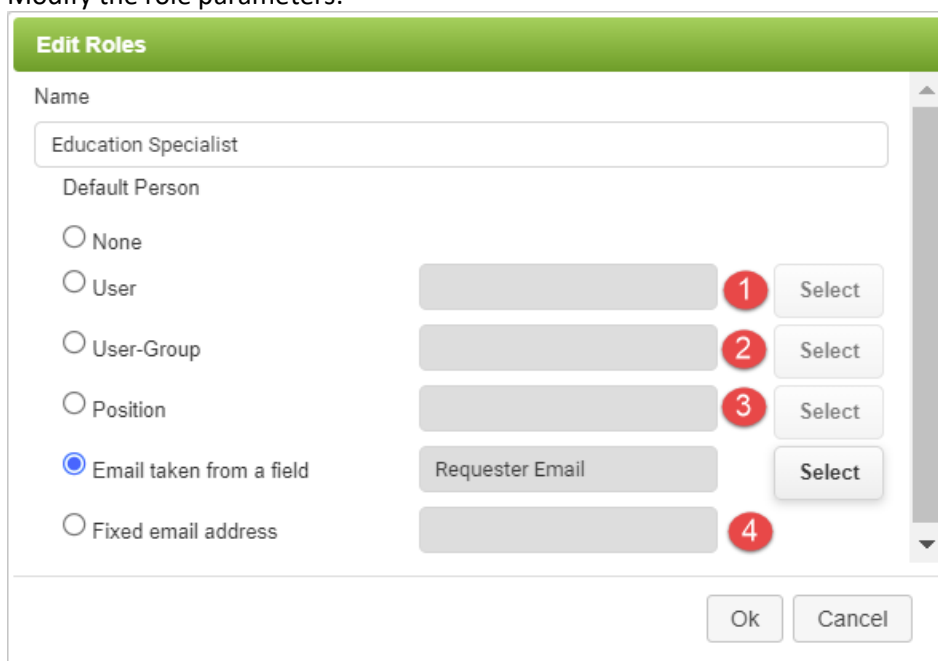
Select the Education Specialist role and click on the Edit button to open the Edit Roles dialogue box.

Modify the role parameters.

Template Applications – Request for Accreditation

1. If your user is an individual and has a license in your account (Full, basic or limited), you can link directly using the User option. Select the 'User' option, click the corresponding Select button, and choose from the user list.
2. If you have set up a position within your system, you can link to that position. Select the 'Position' option, click the corresponding Select button, and choose from the position list.
3. If your user will be part of a group responsible for managing these requests and that group is defined within your system, you can link to that user group. Select the 'User-Group' option, click the corresponding Select button, and choose from the list of groups.
4. You can link to the user's e-mail address if none of the above is possible. Select the 'Fixed e-mail address' option and enter the e-mail address in the corresponding box. In this scenario, the user doesn't require a license (Full, basic, or limited) in your system.

Click OK when done.

Mobile Version

This application is enhanced for mobile use.

If you have the mobile version license and want to utilize the feature for this application, please make sure that you check the option to make the Mobile version active after importing the application. Remember to click the Apply Changes button.