

CFP BOARD ETHICS CE REQUIREMENTS: LIVE PROGRAM DELIVERY

CE Sponsors offering Ethics CE using a live program delivery format are required to ensure the integrity of the program delivery as outlined. These programs will closely follow the published Timed Agenda allocation for content and activities during the **required 120-minute program**. View full program details [here](#).

To be compliant, the program delivery must include a high level of participant involvement throughout the presentation. Here is a summary of the additional steps required for this format:

- **Qualified Instructor:** The individual leading the Ethics presentation must meet the eligibility criteria. View criteria [here](#).
- **Attendance:** Attendance records must be maintained, and the method used should ensure each attendee is present for the duration of the program.
- **Setting Expectations:** The Instructor will clearly state the expectation of full attendance, active participation and involvement in activities and the completion of a program evaluation as conditions for earning Ethics CE.
- **Presentation:**
 - Presentation Content slide deck can be co-branded following the instructions laid out in the CE Sponsor and Instructor Guide.
 - The slide deck is organized to ensure all required components of the program are covered, as well as a consistency in format.
 - The actual presentation of the required material can be formatted to suit the needs of the Instructors' presentation style.
- **Touch Points:**
 - Live Ethics CE presentations will include multiple activities. Use of a polling software such as Kahoot! or *Poll Everywhere* is strongly recommended.
 - Activities will be selected from the approved options found in the Program Activities Guide.
- **Program Evaluation & Certificate of Completion:**
 - CE Sponsor can decide on the best way to distribute and collect program feedback; however, at the conclusion of the program, a formal evaluation process is strongly recommended.
 - Attendees should receive a Certificate of Completion when attendance is reported.

Please email cesponsor@cfpboard.org or call 202-379-2227 if you have any questions.