

## CFP BOARD ETHICS CE REQUIREMENTS: SELF-STUDY (ONLINE) DELIVERY

CE Sponsors offering Ethics CE using the Self-Study format are required to ensure additional criteria outlined below is incorporated into the program design. The self-study (online) format 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 eligible, the self-study format must maintain a level of participant involvement throughout the presentation. Here is a summary of the additional steps required for this format:

- **Delivery Method:** Learning Management System
- **Presentation:** Content from the *Presentation Ready* slide deck and the approved *Program Activities* that include polling questions and vignettes. The program content can be co-branded.
- **Forced Progression:** Participant must review all required content and complete all required activities before moving to the next module/learning objective.
- **Activities:** Use of approved pop-up questions and vignettes are required for each module/learning objective.
- **Final Assessment:**
  - Attendee completes the program content before having access to the assessment.
  - Final assessments are 20 questions.
  - A passing score is 70% or higher.
  - Questions are randomized and pulled from the 40-question test bank.
  - Correct response feedback is displayed only when the assessment is passed.
  - Assessment attempts are limited to 3x before participant is required to re-review the content.
- **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 required.
  - Completion of the program evaluation is required before the Certificate of Completion is distributed and attendance is reported.
- **Program Status Active:** Upon a successful **program review** by CFP Board staff, the program status will convert to *Active*.

Please email [cesponsor@cfpboard.org](mailto:cesponsor@cfpboard.org) or call 202-379-2227 if you have any questions.