RACE PROGRAM COURSE ATTACHMENT

1. **PROGRAM TITLE:** *This is the title of the program <u>in its entirety</u>. This form does not need to be completed for each session.*

2. **PROGRAM DESCRIPTION:** *This should briefly describe what a participant can expect during the course. This will be used in the CE Broker website search for upcoming CE/CME, and should have searchable keywords, so an attendee is able to locate your course based on their interest. For example, if this program was about the RACE Standards, I might state, "This course covers who qualifies to give a Medical presentation based on the 2023 RACE Standards. We will discuss when letters of reference are needed and what may disqualify an individual from being accepted as a presenter of a RACE program".*

3. **LEARNING OBJECTIVES:**
   - *What knowledge will an attendee gain from this program?*
   - *What might they share with their fellow licensees about this program?*
   - The sentences above are examples of questions that may help you write your learning objectives.

4. **PROGRAM AGENDA:**
   Separate agenda can be added if the program in the title is the entire program. Please include the following information for your breakdown of CE credit request:
   a. *Session Name (if a multi-session program)*
   b. *Length of Session*
   c. *Presenter Name*

5. **CONFLICT OF INTEREST STATEMENT:**

   <u>(Provider Name)_____</u>and their presenters adhere to Conflict-of-Interest guidelines in the RACE Standards at the time of application submission. Should a RACE Provider embellish or misrepresent a program's status by stating the program or program content is verified or certified by the RACE program, RACE approval may be removed.

   Date of application: _____

   Printed name of Program Administrator: _____

   Signature of Program Administrator: _____

Please ensure all five sections are completed prior to submission. Thank you!