Title of Offering \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

SAMPLE & INSTRUCTIONS FOR SUBMITTING A CONTINUING EDUCATION OFFERING

Target Audience (RN, ARNP, LPN, CNA) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Hours \_\_\_\_\_\_\_\_\_\_\_ Total Clock Hours \_\_\_\_\_\_\_\_\_\_\_

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| **Learner Objectives** | **Subject Matter** | **Teaching Methods** | **Evaluation Methods** |
| Please state objectives, learner outcomes in behavioral terms that are attainable, measurable and relative to current nursing practice.  Please write the course objectives according to Bloom’s Taxonomy. | Subject matter must correspond to each objective. It must be appropriate for nurses and target audience.  All courses must meet criteria in Rules, 64B9-5, F.A.C. The subject matter should reflect the professional education needs for the learner in order to meet the consumers’ health care needs (Chapter 64B9-5.003(2)(a-g). Information specific to an agency or to equipment is considered orientation and is not appropriate. If procedures or equipment include general information, theory, nursing implications, care and demonstrate proficiency, they may be acceptable. | List methodologies that will be used in the presentation. These should be appropriate for the topic and may include self-paced learning, audio or videocassettes and computer-assisted instruction. Psychomotor skills must be traditionally taught.  Use of case studies, games, question and answer periods and group exercises are means of interactive learning which are more conducive to adult learning. | Participants should be provided an evaluation form that addresses satisfaction with the presentation, with the facility and with recommendations for future presentations.  If pre and post-tests are used in the presentation, please provide copies of each. |

References: Document that the subject matter is current and accurate by providing references or a bibliography with journal articles, text or reference books published within the last five years. *Please submit according to APA (American Psychological Association) format.*

Title of Offering \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Target Audience (RN, ARNP, LPN, CNA) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Hours \_\_\_\_\_\_\_\_\_\_\_ Total Clock Hours \_\_\_\_\_\_\_\_\_\_\_

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| **Learner Objectives** | **Subject Matter** | **Teaching Methods** | **Evaluation Methods** |
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References: