



CHAPTER EDUCATION OFFERINGS

NASBA Requirements by Program Type

The following information provides chapters with the requirements to offer CPE credits for chapter events. The information is provided by event type (in person/virtual) for your convenience. Please ensure that you are following these standards for all chapter events. It is the responsibility of the chapter to ensure the below information prior to events. Failure to comply with the below standards may result in your event not receiving any or full credits for your members.

➤ **Group Live:** IN PERSON EVENTS

- Event title
- Event description
- Three learning objectives for every 50 minutes of content presentation
- Bio for all speakers; Ethics speaker bios must include relevant experience or training
- Session attendees must complete a session sign-in sheet
- Session attendees must complete a session attendance verification form to be turned in to IASA national office
- Session evaluations must be completed for each session attended
- Marketing materials to include:
 - Event Title
 - Event Date and Time
 - Event Description
 - Learning Objectives (Define, Determine, Differentiate, Discriminate, Distinguish, Identify, Indicate, Interpret, Recall or Recognize as required by NASBA)
 - Field of Study
 - Delivery Method
 - Program level (Basic, Intermediate or Advanced)
 - Prerequisites (For Intermediate or Advanced)
 - Advance Preparation
 - NASBA logo and statement or link to logo and statement
 - # of credits that may be earned
 - Registration instructions
 - Refund Policy
 - Complaint resolution

- **Group Internet Based:** VIRTUAL EVENTS
- **Chapters are responsible for all virtual event functionality and communicating login information to the virtual platform.**
- Event title
- Event description
- Three learning objectives for every 50 minutes of content presentation
- Bio for all speakers; Ethics speaker bios must include relevant experience or training
- Session evaluations must be completed for each session attended
- Marketing materials to include:
 - Event Title
 - Event Date and Time
 - Event Description
 - Learning Objectives (Define, Determine, Differentiate, Discriminate, Distinguish, Identify, Indicate, Interpret, Recall or Recognize as required by NASBA)
 - Field of Study
 - Delivery Method
 - Program level
 - Prerequisites
 - Advance Preparation
 - NASBA logo and statement or link to logo and statement
 - # of credits that may be earned
 - Registration instructions
 - Refund Policy
- Complaint resolution
- Handouts (all in PDF format for searchability)
 - Presentation
 - Index
 - Overview of Topics
 - Glossary of Terms
- Polling questions are required for every session based upon the session length as follows:
 - 30 minute session: 3 Polling Questions
 - 50 minute sessions: 4 Polling Questions
 - 90 minute sessions: 6 Polling Questions
- Post event reports must be provided to IASA national event support representative at the close of the event to validate for required minutes of participation and poll participation in each session.