



# Affordable CE Credits, Inc.

## C0-Partnership Checklist:

In order to award CE credits we require certain forms and agreements from you ( the partner), any sponsors providing commercial support and the presenter.

### Co-Partner:

- 1) Review this checklist
- 2) Sign & return Partnership - joint agreement "Letter of Agreement."
- 3) All publicity must follow the ADA CERP publicity guidelines. A copy of the guidelines is supplied along with a sample template 3.1.
- 4) Course survey for each course with the survey disclaimer.
- 5) Program registration form in an excel format. Provide separate fields /cells for salutation, First Name, Last Name, Street Address, City, State, Zip and email address.

### From the presenter:

- a) Conflict of interest form signed by the presenter .
- b) Image Authenticity form signed by presenter
- c) Brief Biography
- d) Sound Science agreement.
- e) Copy of program in a PDF, PPT or Keynote format.
- f) Headshot photo optional.

### Commercial Sponsors:

- \* ) Sign & return Commercial Support form.