**OCA CE Post Event Materials Checklist (Page 1) and Post Event Summary Template (Page 2)**

**OCA CE Post Event Materials Checklist**

As indicated in your program approval letter from the Chair of the OCA Professional Development Committee, there is information that you must submit to the Chair after your event has been completed. It is best if this comes all in one email, with multiple attachments, and in a timely manner for recording keeping and tracking of the OCA CE Events. ***As a reminder, you are responsible for sending attendees their CE Certificate for your event. Please ensure that what you record on this form for “Number of CE hours” matches what you have on that attendee’s CE certificate.***

Please use the list below to help you in compiling and sending in the required information the Chair of the OCA Professional Development Committee. When possible, please send all of this information in ONE email:

* **Post Event Summary Template (Page 1)** – Please fill out this form completely and make sure to include all attendees of your event. You will need to list their first and last name, full license number (all letters and numbers), indicate how many CE hours they are to be awarded, and any notes about their attendance. Notes regarding attendance might include the phone number they used to connect to the platform, if they attended under a different name than what is on their registration (as in have a different name on a Zoom account), or if they had technology issues and signed in multiple times.
* **Zoom (or other platform utilized) Attendance Report** – After your event, please run an attendance report for the virtual platform you used. Use this report to fill out the Post Event Summary Template and to ensure the accuracy of your CE certificates.This attendance report will also need to be sent to the Chair of the OCA Professional Development Committee.
* **Copy of all OR an aggregate report of post event surveys** – You are required to have event attendees complete a survey for feedback about your event. Depending on how you have sent out and collected these surveys you can either:
  + Send the individual surveys
  + Send a report of the aggregated responses to the surveys

**Post Event Summary Template**

Workshop Title:

Date: Presenter:

**Name License # How many CE hours? Notes re: attendance** (ie. Phone number used, name)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* Please copy/paste to add more lines or duplicate this page if necessary