ACHE Face-to-Face Panel Discussion Submission Rules

Submission Deadlines and Approval Requirements

1. To offer ACHE Face-to-Face Continuing Education Credit, Chapters must submit a timely and complete application using one of the available panel discussion templates and the application must be approved by ACHE.
   a. To be considered timely, the complete application must be received by ACHE eight weeks in advance of the proposed date of the program.
   b. To be considered complete, the application must include the following information (which is requested in the application form or online process):
      i. Chapter Name
      ii. Chapter Contact
      iii. Program Date
      iv. Panel Discussion Template used
      v. The names and biographical information for one moderator and two to four panelists
      vi. Program confirmation that the moderator and panelists are in the same location as the participants
      vii. Program time schedule detailing the time of the education portion of the program
      viii. Program location

2. ACHE will either approve the chapter’s application, request further information or request clarification within 5 business days of the submission date of the complete and timely application.

3. Under no circumstances will ACHE approve an application within 4 weeks of the proposed date of the program.

4. Submission of applications that are not timely or complete may be grounds for denial of the application by ACHE. Chronic submission of applications that are not timely or complete may be grounds for the suspension of the chapter’s ability to offer ACHE Face-to-Face Continuing Education credit using the Panel Discussion Templates.

5. Approval of a chapter’s application is solely the authority of ACHE. Approval will be based on the information supplied by the chapter and the determination by ACHE that the application conforms to the requirements of the panel discussion template.

Promotion of the ACHE Face-to-Face Continuing Education Credit

6. Chapters may not, under any circumstances, promote the availability of ACHE Face-to-Face Continuing Education Credit for a chapter program prior to the approval of the application by ACHE.

7. Chapters may not, under any circumstances, promote that ACHE Face-to-Face Continuing Education Credit has been requested or is pending.

8. Promotion of the availability of ACHE Face-to-Face Continuing Education Credit prior to approval of the application by ACHE may be grounds for suspension of the chapter’s ability to offer ACHE Face-to-Face Continuing Education credit using the Panel Discussion Templates.