



CE Seminar Proposal

Thank you for your interest in working with Northwestern Health Sciences University's Continuing Education department. This form should be used to propose seminars targeting healthcare professionals. Our mission and vision statements are:

***Our Mission** - Northwestern Health Sciences University prepares the next generation of healthcare professionals to deliver and advance health care.*

***Our Vision** - We are a premier health sciences university creating a healthier world. Live, Learn, Serve Healthy!*

Before completing the proposal we suggest you visit our seminar listings at www.nwhealth.edu/conted to review our current seminar offerings.

Your email should include these documents:

1. Complete CE Seminar Proposal form
2. Detailed hour-by-hour outline that includes the times (see example)
3. Course description and at least three (3) learning objectives
4. Current CV or resume from instructor(s) that includes contact information.
5. Instructor's biography (1-2 paragraphs)
6. If you are promoting the seminar include a copy of the advertising (PDF or Word document)

Please email everything to jbelle@nwhealth.edu, ktainter@nwhealth.edu and pcasellomaddox@nwhealth.edu. In order for your data to be saved on this proposal form do a "File – Save As" and give it a unique name (i.e. the seminar name) before you attach it to the email.

Proposals are reviewed in the order they are received and it may take 6-8 weeks for us to respond. Pricing will be negotiated based upon the level of service we provide you. Incomplete proposals may not be considered. We recommend submitting this at least 120 days prior to your seminar for best results.

Again, thank you for considering Northwestern Health Sciences University as a partner.

Your contact information:

Contact Person:		
Authorized Signer (if different person):		
Company Name:		
Address:		
City:	State:	Zip Code:
Phone:		
Email Address:		

About the Seminar:

Seminar Title:		
Location:		
Instructor(s) and credentials:		
Start Date:	End Date:	Price:
Day(s):	Time(s):	# of CE Hours:

Where do you want Northwestern to apply for continuing education credits? We recommend states surrounding the seminar location. Please take into consideration the deadlines listed below and where you will be marketing the seminar.

Application Deadline	State(s)
90 days prior	Alaska, Kansas, Massachusetts, New York, Oklahoma, Pennsylvania
75 days prior	Wisconsin
60 days prior	Arkansas, Kentucky, New Hampshire, Texas, West Virginia
45 days prior	California, Louisiana, Minnesota, Missouri, Ohio, National Certification Commission of Acupuncture and Oriental Medicine (NCCAOM)
30 days or less	Alabama, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Maine, Maryland, Michigan, Mississippi, Montana, New Mexico, Nebraska, Nevada, New Jersey, North Carolina, North Dakota, Oregon, Rhode Island, South Carolina, South Dakota, Utah, Vermont, Virginia, Washington, Wyoming, National Certification Board for Therapeutic Massage & Bodywork (NCBTMB)
You must self-apply	Arizona
Not applicable	Tennessee – Course must be approved by ACA, ICA, PACE or TCA

What is your target audience? (select all that apply)

- Chiropractors
- Massage Therapists
- Acupuncturists
- Oriental Medicine Practitioners
- Other (please list): _____

How would you categorize the seminar content? Type the number of hours in each category that applies:

- _____ Acupuncture
- _____ Advanced competency (diplomate or certification)
- _____ Business related – practice management
- _____ General clinical
- _____ Herbal study/oriental medicine
- _____ Massage therapy
- _____ Nutrition
- _____ Philosophy
- _____ Population (Pediatrics, Geriatrics, Women, etc.)
- _____ Professional boundaries/risk management/ethics
- _____ Research
- _____ Technique
- _____ X-ray (diagnostic imaging)
- _____ Other: _____

How would you categorize the type of research evidence you used to create the content of your seminar? (select all that apply)

- Systematic review of the literature (e.g. meta-analyses, Cochrane systemic review, etc)
- Randomized clinical trials
- Narrative reviews of the literature
- Qualitative research
- Observational research
- Basic science research
- Evidence based textbooks
- Non-evidence based books
- Opinion papers and editorials
- Websites
- Results or observations from your own practice
- Other: _____

Do you plan to advertise the seminar? Yes No. If yes, how will you advertise? (select all that apply).

- Direct Mail
- Email
- Facebook
- Twitter
- You Tube
- Other (please list): _____

Do you want Northwestern to host this seminar? Yes No. If yes, what are your facility needs? (select all that apply)

- Lecture room
- Chiropractic Adjusting Tables
- Massage Therapy Tables
- Acupuncture Treatment Room
- Other (please list): _____

(Please note: Presenters who are demonstrating treatment techniques on participant volunteers and/or will supervise participants who are practicing techniques on one another will need to submit a copy of current liability insurance along with the proposal.)

Do you plan to take seminar registrations? Yes No.

If yes, provide the contact information for registration (i.e. website, phone number, email address)

Factors in Determining Cost

Board Application Processing Fees

- 1-14 states for DCs: \$100 administrative fee + state board application fees
- 15 or more states for DCs: \$250 administrative fee + state board application fees
- NCCAOM: \$75 administrative fee + cost of application fee (varies based on length of course)
- NBMTB: \$25 administrative fee + \$50 per application

CE and Administrative Fees

In addition to the fees listed above, we charge from \$50-\$75 per person to process CE hours. Or we charge a negotiated percentage of the profits after expenses if we are also hosting your event. The total cost will be negotiated after we review your proposal.

Additional Policies

Program change/modification (e.g. date, location, instructor, etc.): An additional fee may be incurred to make changes with the applicable state or national licensing boards. Please contact us to determine the cost.

Cancellation Policy: We expect to be notified *before* you cancel a seminar we are sponsoring. Please notify us via email ktainter@nwhealth.edu, jbelle@nwhealth.edu and solson@nwhealth.edu.

Returning Course Records: If you take attendance, we expect to receive your record of attendance **within 15 days following the seminar** or additional processing fees may apply.