

Applying to give Continuing Education credits for your workshops as a PAC Independent Trainer

When writing learning objectives:

- DO: Always begin objective with a verb statement.

Acceptable words for Learning Objectives:

list, describe, recite, write, identify, compute, discuss, explain, predict, apply, demonstrate, prepare, use, analyze, design, select, utilize, compile, create, plan, revise, assess, compare, rate, critique

Verbs to avoid when writing learning objectives:

know, understand, learn, appreciate, become aware of, become familiar with

When creating promotional materials for your workshop:

- DO: write "CE"
- Don't: write "CEU"
- DO: specify the profession you're offering CEs to in your intended audience, and place at the front of statement
 - E.g. *"This workshop is designed for mental health professionals, nurses... family care partners also welcome to attend"*
- DO: be sure to include required verbiage on all promotional materials OR display a link directing to a page containing all required verbiage. This required verbiage will be specified by the agency through whom you applied.

When creating the schedule and totaling contact hours for your workshop:

- DO: only include minutes spent on content
- Don't: include time spent on breaks, lunch, etc.