

PNWU Content Validation Procedure:

1. Faculty will be advised of content requirements once they are confirmed as presenters, planners, authors, or a contributors of CME and/or CE content.
2. The course chair will be responsible for review and certification of each presentation in a CME and/or CE activity under his or her direction.
3. A Content Certification Form will be prepared for each presentation that documents the source of evidence that confirms validity. This form will be signed by the course chair leading the activity.
4. The CME Director will give a final approval, indicating that the content is deemed valid and within the criteria as stated in this policy. The signed and dated Content Certification Form will be maintained with the Activity Planning Document.
5. Evidence of valid content will be placed in the activity files under Planning and Needs.