

Process for Continuing Education Credits

In order to provide continuing education (CE) credits for your event, the Dean's Office requires specific information in order to generate certificates and also to keep on file for accreditation purposes.

For each event that will offer CE credits, please provide:

1. Copy of the promotional flyer for the event that is providing CE credits.
2. A completed Continuing Education Form for the event offering CE credits.
3. An Excel spreadsheet of attendees at the event that includes at least first name, last name, and email address. *Please be sure to send an Excel file and not a scanned copy of the spreadsheet.*
4. Copy of hard copy list with attendee signatures.

These items should be emailed to SODM_ContinuingEducation@case.edu in order to create the certificates. Once created, the certificates will be sent back to the requestor for distribution to the attendees.

Please direct any questions to SODM_ContinuingEducation@case.edu.



**CASE
WESTERN
RESERVE
UNIVERSITY**

**School
of Dental
Medicine**

Continuing Education

Course Date:

Course Location: Case Western Reserve University School of Dental Medicine

Samson Pavilion
Dental Clinic

Other Location (please specify)

Course Title:

Lecture Hours:

Lecturer:

Course Description:

Course Outline:

Approval of Chair/Director of department that is hosting the program:

Signature: _____ Host Department: _____ Date: _____