

# Requirements for “Other” Categories

## Committee Learning

Continuing Education (CE) Credit for Committee Learning will be awarded after each meeting. Credit is awarded at 1 credit per 1 hour of learning, with the CE Team calculating learning time from the agenda or minutes submitted by the committee.

The following items must be submitted to the CE Team before any CE credit is awarded:

- Overarching Application for the Committee
- Attendance List with first and last name, degree, and email address for each participant
- Copy of the minutes or agenda

## Faculty Credit

Faculty Credit is awarded to any individual actively involved in teaching at an approved CE activity. Credit is awarded in the amount of 2 credits per 1 hour of teaching time.

The following items must be submitted to the CE Team before any CE credit is awarded:

- Request from Faculty Member (emailed to [ContinuingEd@hhchealth.org](mailto:ContinuingEd@hhchealth.org))
- Completed Speaker Disclosure with Objectives and Citations
- Copy of the Flyer or Agenda with CE Statements (for non-HHC sponsored education)

## Manuscript Review

CE Credit for Manuscript Review is awarded in the amount of 3 credits per manuscript.

The following items must be submitted to the CE Team before any CE credit is awarded:

- Request from reviewer (emailed to [ContinuingEd@hhchealth.org](mailto:ContinuingEd@hhchealth.org))
- Current Planner Disclosure
- Copy of Manuscript
- Copy of Reviewer's Edits and Comments

## Manuscript Writing

CE Credit for Manuscript Writing is awarded on the CE transcript in the amount of 10 credits per manuscript.

The following items must be submitted to the CE Team before any CE credit is awarded:

- Request from author (emailed to [ContinuingEd@hhchealth.org](mailto:ContinuingEd@hhchealth.org))
- Current Planner Disclosure
- Copy of Manuscript, including citations
- Proof of publication, or acceptance for publication

## Poster Presentation

CE Credit for a Poster Presentation given at an accredited CE event is awarded in the amount of 5 credits per poster.

The following items must be submitted to the CE Team before any CE credit is awarded:

- Request from author (emailed to [ContinuingEd@hhchealth.org](mailto:ContinuingEd@hhchealth.org))
- Current Planner Disclosure
- Copy of the Poster Presentation, including citations
- Proof of presentation at an accredited CE event

## Test Item Writing

CE Credit for Test Item Writing is awarded in the amount of 1 credit per question, up to a maximum of 5 credits per month.

The following items must be submitted to the CE Team before any CE credit is awarded:

- Request from author (emailed to [ContinuingEd@hhchealth.org](mailto:ContinuingEd@hhchealth.org))
- Current Planner Disclosure
- Copy of Questions in Multiple Choice Format (w Answers and Supporting Citations)