

ACCENT® Continuing Education Accreditation Application Resource

GENERAL APPLICATION INFORMATION

PLEASE NOTE: This document serves as an application resource to help providing organizations prepare their application materials for submission on the online [ACCENT® Activity Application Form](#). The ACCENT® Accreditation Coordinator and the ACCENT® Review Board will not accept this document nor will they accept individual documentation as requested in the following as a completed application.

To apply for ACCENT® Continuing Education Accreditation for your activity, please keep the following notes in mind:

- The activity must be relevant to the scope and practice of clinical laboratory science and may include topics in methods, technology, management, and other relevant topics.
- A professional practice gap must be identified through a needs assessment process and will be addressed by the activity.
- The time allocated for the activity's completion must be reasonable for the content and learning objective(s).
- The teaching methods indicated for the activity must be appropriate for achieving the stated learning objectives.
- The activity must be held in a facility suitable for the intended type of educational programming.
- The activity must be of educational, not promotional of commercial entities, value.

CONTACT INFORMATION

To apply for ACCENT® Continuing Education Accreditation, you must indicate a point-of-contact for your activity that will solely receive status updates from the ACCENT® Accreditation Coordinator/the ACCENT® Review Board.

The following information will be requested:

- **Contact First and Last Name**
- **Contact Email**
- **Organization/Group Address**
- **Contact Telephone Number**

ACTIVITY INFORMATION

To apply for ACCENT® Continuing Education Accreditation, you must submit the following information for review by the ACCENT® Accreditation Coordinator/the ACCENT® Review Board:

- **Title of Activity**
- **Activity Start Date**
- **Confirmation of whether the activity is a multi-day event:**
 - If the activity a multi-day event, please indicate the **Activity End Date**
- **Activity Location:**
 - For in person events, please indicate the city and state/province/region where the event is taking place.

- For virtual activities, please indicate your organization's HQ city and state/province/region.
- **Activity Format:** Please indicate your activity's format from the following selection. Should you pick "Other," you will be required to specify:
 - Live (e.g., In-Person Conferences, Workshops, etc.)
 - Internet Live (e.g., Webinars, Broadcasted Workshops, etc.)
 - Enduring (e.g., Print/Physical Materials, Books, etc.)
 - Internet Enduring (e.g., Online Training Programs, Video Content, etc.)
 - Journal CE (for readers of journal articles)
 - Manuscript Review (for editors/reviewers of submitted manuscripts)
 - Test Item Writing
 - Other (e.g., hybrid meetings, consultations, etc.)
- **Requested Number of Credits:**
 - Please note that ACCENT® Continuing Education Credits are calculated based on the amount of time dedicated to educational content, with 1 hour of educational content equating to 1.0 credits. Time allocated to breaks between sessions, social events, and other non-educational sessions, will not be accredited.
 - Please also note that the number of credits your organization requests, may not equate to the final approved number of credits.
- **Target Audience (Check all that Apply):** Please indicate your activity's target audience from the following selection. Should you pick "Other Laboratory Professionals," you will be required to specify:
 - Physicians
 - Lab Supervisors
 - Lab Directors (and/or assistant directors)
 - Lab Managers (supervisory and/or non-supervisory)
 - Medical Technologists
 - Point-of-Care Coordinators
 - Pathologists
 - Toxicologists
 - Fellows
 - In-training Individuals
 - Other Laboratory Professionals
- **Needs Assessment (2 Parts):**
 - In 3-5 sentences, using 2-3 references, please define the need for this activity (i.e., state the problem or knowledge gap that justifies offering this activity to the target audience).
 - NOTE: When drafting your needs assessment, consider referencing specific articles to justify the educational offering.
 - NOTE: Some resources for identifying professional practice gaps include:
 - Surveys
 - Consensus of experts
 - Review of literature
 - Direct observation
 - Focus groups

- Discussion
 - Inspection deficiencies
 - New developments
 - Disease prevalence
 - Mortality and morbidity statistics
 - Reports/assessments from other organizations
 - Evaluations from previous programs
- In 3-5 sentences, please explain how this activity will address the need(s) identified in the need's assessment section below.
 - NOTE: Your activity must have one measurable **learning objective**, describing what the participant will be able to do at the conclusion of this activity (how they will be able to apply the information they've learned). Please include your activity's learning objectives in this section as well.
- **Level of Instruction:** To assist potential attendees determine if your activity will be suitable for their level of subject expertise, please indicated the activity's level of instruction from one of the following:
 - Beginner: Entry Level; no prior knowledge of subject necessary
 - Intermediate: Refresher course; some basic knowledge required—for the experienced staff technologists with some years of experience
 - Advanced: Highly technical; for those with current skills/knowledge and extensive experience in a specialty area

STATE ACCREDITATION

ACCENT® Continuing Education Credits are accepted in all US States where documentation for continuing education is required, including the following states: California, Florida, Louisiana, Montana, Nevada, North Dakota, Rhode Island, Tennessee, and West Virginia.

Due to state licensure procedures, the states of Florida and California require additional information and approval for ACCENT® accredited activities. Please note, however, that an activity's accreditation status with these states does not require them to take place within those states; and it is of the opinion the ACCENT® Accreditation Review Board, that you indicate your desire to accredit your program for individuals with those states' licensures, if you are anticipating any attendance from individuals licensed in those states.

Once you've considered this element, you must indicate the following information for review by the ACCENT® Accreditation Coordinator/the ACCENT® Review Board:

- **Credit Requested in Florida?**
 - If you would like your activity accredited for Florida licensure, you must indicate your activity's topic category from the following selection:
 - Andrology
 - Blood Banking
 - Blood Gas Analysis
 - Clinical Chemistry/UA/Toxicology
 - Cytogenetics
 - Cytology

- Embryology
- General
- Hematology
- Histocompatibility
- Histology
- HIV/AIDS
- Immunohematology
- Immunohistochemistry/Adv. Histologic Techniques
- Laws and Rules of the Board
- Medical Errors
- Microbiology/Mycology/Parasitology
- Molecular Pathology
- Radioassay/Nuclear Medicine
- Serology/Immunology
- Supervision/Administration/Quality Control/Quality Assurance/Safety
- Should you select “Medical Errors” for your activity’s **Topic Category**, the following documents must be merged into one pdf file and submitted with your application for review:
 - A copy of the activity coordinator's (the application contact’s) résumé.
 - The most current CV for each activity faculty. Please be advised that the Board may not accept course applications that are associated with outdated instructor CVs.
 - A copy of the course agenda or course outline.
- **Credit Requested in California?**
 - If you would like your activity accredited for California licensure, you must indicate your activity’s California Accreditation CE Format from the following selection:
 - Annual Meeting
 - Lecture (e.g., Short In-Person Learning, Ground Round, etc.)
 - Workshop (e.g., Hands-On Learning, Device Learning, etc.)
 - Online Courses (e.g., Webinars, Online Certificate Programs, etc.)
 - Home Study (e.g., Journal CE, Manuscript Review, etc.)
 - Additionally, if you would like your activity accredited for California licensure, you must agree to the following California Letter of Agreement:

As an accrediting agency for the State of California HHS, the AACC must ensure that those providers for California CE credit abide by the following conditions:

1. All activities must meet ACCENT® accreditation criteria.
2. Providers must give participants certificates that document successful completion of the CE program. The certificate must contain: the participant’s name; number of credit hours earned; activity title, date, location, and number; the name and address of the activity provider and the accrediting agency; and the signature of the provider.
3. Providers must maintain records for at least four years after the completion date of the activity. Official attendance records must contain the participant’s

name and signature; activity title, date, location, number, and number of credits offered.

4. Providers must evaluate each activity. The CA Department of Health Services must be allowed to review any CE course at no cost to verify the provider's compliance with regulations.

ACTIVITY PROGRAM/SCHEDULE

To apply for ACCENT® Continuing Education Accreditation, you must provide a program, flyer, and/or any other activity materials that indicate the following information for review by the ACCENT® Accreditation Coordinator/the ACCENT® Review Board ([Click here](#) to view our preferred front matter template):

- Title, date, and location of program
- Description of program purpose and content
- Target audience
- Learning Objectives
- Level of Instruction
- Faculty members and their degrees and current affiliation(s)
- Program Schedule
- Acknowledgement of commercial support (if any)
- Registration Information
- Name of organization presenting the program
- Accreditation statement, including the number of continuing education credits awarded (inserted after program is approved for ACCENT® credit)

Please note that the submitted program/schedule documentation must include the start and end time of the educational portions of the activity for accurate credit calculation.

Please also note that the ACCENT® Review Board accepts both online and print materials for this requirement. For online documentation, please provide an appropriate URL, and for print documentation, please submit the program, flyer, and/or activity materials (merged into one file) as a pdf document.

FACULTY INFORMATION

To apply for ACCENT® Continuing Education Accreditation, you must submit a Speaker Disclosure Form (download [here](#)) for each member involved in the planning and delivery of the educational activity (including planning committee members, board members, peer reviewers, editors, and speakers, etc.), merged into one pdf file, for review by the ACCENT® Accreditation Coordinator/the ACCENT® Review Board.

Please note that your activity's faculty must be qualified to teach the activity and must provide any speaker disclosure information to the audience prior to the start of the activity.

COMMERCIAL SUPPORT

If a company/commercial interest is providing support (an education grant) for this activity, the activity's point-of-contact must provide a copy of the countersigned letter of agreement (example AACC Letter of

Agreement [here](#)) for each company (merged into one pdf file) for review by the ACCENT® Accreditation Coordinator/the ACCENT® Review Board.

ACCENT® ACCREDITATION REVIEW PROCESS & FEES

Please note that all ACCENT® Continuing Education Accreditation applications are reviewed in the order they are received, and only once all application components are submitted. The accreditation review and approval process take about 10-15 business days to conduct.

Once your activity is reviewed and approved for accreditation by the ACCENT® Accreditation Coordinator/the ACCENT® Review Board, you will receive an invoice for the activity's accreditation from the ACCENT® Accreditation Coordinator. This invoice's total amount will be determined based on various timeline and application factors, and it must be paid before the ACCENT® CE Link is given to the providing organization. An outline of our fee structure is as follows:

First Application: Fee for the providing organization's first application within the calendar year.	\$615.00
Subsequent Applications: Fee for each subsequent application from the providing organization within the calendar year.	\$265.00
Additional CE Links: As determined by the ACCENT® Review Board, an additional fee for multiple CE Links will be required for each day necessary for a given activity (e.g. a three-day conference will require a total of 3 CE Links for an additional \$70.00)	\$35.00
Late Fee: Additional fee for any application submitted within 30 days prior to the activity's start date.	\$300.00
Rush Order: Additional fee for any providing organization who has submitted all necessary application documentation ahead of the 30 days prior timeline and would like their activity's accreditation review conducted within 5-7 business days.	\$300.00