

APPLICATION FOR MASSACHUSETTS DPH
APPROVAL FOR CONTINUING EDUCATION PROGRAM

Recommended Format for a Continuing Education Outline

1. **TOPIC** - Write a brief descriptive title of the program/subject to be covered
2. **PREREQUISITE** - These are the minimum requirements (if any) for participation in the program (e.g., if there is a prior course EMTs must attend or prior sessions of a multi-session program)
3. **PURPOSE** - State why the program is being offered
4. **OBJECTIVES** - List what you expect the student to be able to do or know after s/he has completed the program. Objectives should be stated explicitly to the students at the beginning of the course and also serve to determine what the instructor will evaluate at the end of the program. Examples: "The student will demonstrate appropriate application of a traction splint." "The student will explain the pathophysiology of COPD versus CHF."
5. **COURSE FORMAT** - Indicate how the course will be delivered (e.g. lecture, group discussion, skills sessions)
6. **FACULTY** - Identify the lead instructor's qualifications and any assisting instructors or guest speakers with credentials
7. **REFERENCES** - List the material(s) that the instructor used to plan the course (e.g., textbooks, journal articles, online references)
8. **RESOURCES** - List teaching aides to be used (e.g., slides, videos, EMS equipment, manikins)
9. **EVALUATION** - Indicate how the course objectives will be measured with examples to review (e.g., written exam/quiz, verbal evaluation through question/answer, skills demonstration)
10. **CONTENT** - Provide details outlining the material to be presented and give the exact times devoted to each section to ensure the course content will meet the desired learning objectives. Outlines should be sufficiently detailed so that the range of material to be covered is clear and logically presented.