EDUCATION DOCUMENTATION FORM
This format is required.

Instructions: Use this five-column format to provide documentation of Educational Criteria: Objectives, Content, Time Frames, Presenter(s)/Author(s)/Content Reviewer(s), and Instructional Strategies. Please include a title for your presentation.

Title of Activity/Presentation: *

_____

OBJECTIVES	CONTENT	TIME FRAME	PRESENTER/ AUTHOR	INSTRUCTIONAL STRATEGIES	
List the learner objectives in behavioral/measurable outcomes for evaluation.	Provide an outline/description of the content presented. It must be more than a restatement of the objective. Content must be evidence-based or based on the best available evidence.	Provide an estimated number of minutes needed for each objective.	List the presenter/author for each objective.	List teaching strategies & delivery methods used to present each objective. Such as: lecture, PPT, handout, group discussion, video, etc.	
Objective #1				☐	didactic lecture
				☐	case presentation
				☐	video projects
				☐	slides
				☐	role playing
				☐	Q&A
				☐	panel
				☐	other _____
				☐	
				☐	
Objective #2				☐	didactic lecture
				☐	case presentation
				☐	video projects
				☐	slides
				☐	role playing
				☐	Q&A
				☐	panel
				☐	other _____
				☐	

Insert new rows if there are additional objectives.

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OBJECTIVES	CONTENT	TIME FRAME	PRESENTER/ AUTHOR	INSTRUCTIONAL STRATEGIES	
				☐	
Objective #3				☐	didactic lecture
				☐	case presentation
				☐	video projects
				☐	slides
				☐	role playing
				☐	Q&A
				☐	panel
				☐	other _____
				☐	
				☐	
Evaluation	Method(s):	___ Minutes to complete evaluation method(s)			
		___ Total minutes for this presentation			

Session Description:
Please write a concise description about the session. Focus on your primary session objective and let potential participants know what you expect will happen as a result of the session. Focus on issues and outcomes rather than the speakers. Please limit your description to 50 words. This description will be the basis of text used in promotional materials.

Note: There is no requirement that there be three objectives. If the content is presented with fewer or more objectives, that is acceptable. Please include any scheduling conflicts, audio/visual or WIFI needs, as well as a 2-3 sentence biography and headshot for each session speaker.