

Group Participant Engagement

Participant engagement documentation should be submitted with the application to demonstrate how the program includes participant engagement related to course content at least once during each full credit of CPE, as required by [Section 5.01.1](#). Organizations should provide evidence of what is specifically planned for the program, such as prompts, activities, discussion questions, polling questions, case scenarios, or other materials showing where participant engagement will occur. [Section 6.01.1](#) separately addresses attendance monitoring and program completion verification for group programs. For virtual or technology-delivered programs, if technology-delivered attendance prompts or verification mechanisms are used, they must occur at least three times per 50-minute credit hour and must lack predictability. A course-content-related polling question, instructor prompt, case question, or similar activity may satisfy both [Section 5](#) and [Section 6](#) if individual responses are tracked and retained as completion-verification records. Please see below for more information and guidelines regarding the participant engagement requirement.

* Formal learning programs under the [2026 Standards](#) are group programs, self study programs, or blended learning programs. For purposes of this application, the Registry uses “delivery method” to refer to the formal learning program type, including any applicable sub-delivery method such as Nano Learning or QAS Self Study, for which the organization is seeking approval and must demonstrate compliance with the applicable Standards.

Examples of Compliant Types of Participant Engagement:

- Group discussion
- Polling Questions
- Instructor-posed question with time for participant reflection
- Case Studies
- Simulations/Role Play
- Hands-on Activities/Application of Skills or Tools
- Shared Whiteboards/Discussion Boards
- Virtual Breakout Rooms
- Collaboration with Other Participants
- Demonstration
- Fill in the Blank Handouts
- Q&A Sessions



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- If using discussion or Q&A as participant engagement, organizations should provide enough documentation to show that the activity is planned, course-content related, and not solely dependent on spontaneous participant questions. Examples may include instructor prompts, discussion questions, case scenarios, or planned reflection questions.

Guidelines

- The standards do not require that individual participants' participant engagement responses need to be tracked. However, if the completion verification method ([Section 6](#)) used is related to course content, this can satisfy both requirements simultaneously. If this is the intention, individual participants' participant engagement responses will need to be tracked to comply with the completion verification record retention requirements as outlined in [Section 9, Paragraph 9.02.1](#).
- Registry reviewers need to see when within the program the participant engagement instances are going to be presented within the course ([Section 9, Paragraph 9.02.1](#)). Sponsors may document participant engagement through a program outline, agenda, speaker notes, slide deck, prompts, or other program materials that show where the engagement is planned.