



Program Materials

Program/Course materials are required for submission with an application to demonstrate that the program content is current, accurate, technically correct, and consistent with the course description, learning objectives, delivery format, and CPE Credit awarded. The purpose of this documentation is to satisfy the requirements of [Section 4, Paragraph 4.01](#). This documentation is meant to establish that the course content aligns with the recommended CPE, what is being advertised, and that the material is current, accurate, and technically correct. Please see below for examples of materials that may support the application.

* 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 Program Materials:

- Slide Deck
 - Participant Engagement components should be included to show where they are placed within the course content.
 - For virtual or technology-delivered programs, technology-delivered attendance prompts or verification mechanisms used for completion verification must occur at least three times per 50-minute credit hour and must lack predictability. ([Section 5, Paragraph 5.01.1](#) & [Section 6, Paragraph 6.01.1](#))
 - Learning Objectives should be included in the slide deck ([Section 3, Paragraph 3.01 and 3.02](#))
- Handouts
- Detailed Speaker Notes & Scripts
- Case Studies
- Exercises

Examples of Materials that are Generally Insufficient by Themselves:

- Program Agenda
- Promotional Brochure