



CNU Continuing Education
Instructor's Guide
Rev. 2026-06-24

Welcome

Thank you for agreeing to share your knowledge, wisdom and insights. This is to provide you with the information needed to certify your presentation for CE credit. We look forward to learning from you!

Contact: Joanna Jullien, Senior Director of Continuing Education Programs & Accreditation
joanna.jullien@cnsu.edu 916-686-7891

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CE Mission

Our CE mission is to identify and fulfill knowledge needs and gaps for clinicians with evidence-based trainings free from commercial bias. Our aim is to improve patient health outcomes by offering practical and meaningful life-long learning opportunities to healthcare professionals. Below is a list of the information we gather from speakers to certify the training for CE credit:

- Disclosure form. We use this form to verify that the content will be free from commercial bias and that any financial interests associated with the planners or presenters of this activity are properly mitigated.
 - *Disclosure Form:* <https://forms.office.com/r/dGeS9dvGaL>
- Short bio and jpg photo. Email to joanna.jullien@cnsu.edu
- Your CV. Email to joanna.jullien@cnsu.edu
- CE Activity Planner Form – Complete this form which documents the knowledge gap to be addressed in-depth, activity-type, with references and learning objectives.

CE Activity Planner Forms	Current form provided by CE director
CE Activity Planner & Approval (ACPE) - Pharmacists	Current form provided by CE director
CE Activity Planner & Approval (ACCME) - Physicians	Current form provided by CE director
CE Activity Planner & Approval (APA) - Psychologists	Current form provided by CE director
CE Activity Planner & Approval (CDB/AGD-PACE) - Dentists	Current form provided by CE director
CE Activity Planner & Approval (BRN) – Nurses	Current form provided by CE director

- **Curriculum (PowerPoint)** – Your presentation should include a disclosure slide, learning objectives slide at the beginning, references informing the content, and indicate your permission to use any copyright protected material that may be in your presentation. Email to: joanna.jullien@cnsu.edu
- **Test questions with answer key** – for knowledge check, please provide the quiz questions (multiple choice) with correct answers. Please include a justification or explanation for the correct answers. Email to: joanna.jullien@cnsu.edu
- **Case Study** – if the activity is [application-based](#), provide the case study, problem/scenario, or exercise to facilitate the application of the concept in the activity. Email to: joanna.jullien@cnsu.edu Where appropriate, please include the post-activity learning assessment (test questions) with correct answers and explanations for the correct answers.
- **Permission form to share slides and record your presentation.** Please let us know if we may record your presentation and/or share your slides.
- **Other handouts** – If you have additional handouts, they must be reviewed with curriculum and for copyright-protected material need to provide proof of permission to use. Please email to: joanna.jullien@cnsu.edu

Criteria for CE credit

Continuing education activities must meet the following accreditation standards. Individuals unable to comply with these standards are not eligible to participate. Accordingly, CNU conducts a content review and validation of CE curricula.

Payments: Speakers must not accept any payments or reimbursements from any commercial interest in relation to the CE activity.

Content Validation: When applicable, recommendations must be based on evidence that is accepted within the health care profession as adequate justification for their indication and contraindications in the care or treatment of patients. Scientific research referred to, reported or used in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis.

Mitigating Bias: Presentations must give a balanced view of therapeutic options. Use of generic drug names is preferred rather than using trade names. If an educational material or content includes trade names, then it must accompany the respective generic name and include all available trade names of products or medications.

Educational Materials: Educational materials (e.g., slides, abstracts, handouts) cannot contain any commercial advertising, logos, or product-group messages and copyright protections must be honored. (See CNU Standards for Integrity and Independence).

Knowledge gap

The focus of the training is to identify and fulfill a knowledge gap for clinicians, which can be related to knowledge (recall of facts); competence (skill) or performance (apply in practice). The CE Planner Form will guide you through this process and request references associated with the content of this training.

There are three types of activities to fulfill the identified knowledge need/gap:

- Knowledge-based (recall of facts)
- Application-based (apply the concept with case-based exercises or other demonstrations to apply new knowledge)
- Practice-based (put the concepts into action and report patient outcomes)

Writing Learning Objectives

Learning objectives are necessary to ensure that the identified knowledge gap is fulfilled.

Appropriate learning objectives are designed to use specific and measurable action verbs and are free of abbreviations or acronyms. Learning objectives typically describe *what the speaker wants the learner to be able to* do upon completion of the activity.

When writing your learning objectives, avoid these verbs: understand, learn, know, appreciate, believe, value, apply scientific knowledge to, or develop knowledge.

Suggested Learning Objective Action Verbs

Suggested Learning Objective Action Verbs					
Recall	Understand	Utilization	Analyze	Synthesis	Judgment
Define	Compose	Apply	Breakdown	Arrange	Appraise
Identify	Compile	Calculate	Categorize	Construct	Choose
List	Discuss	Demonstrate	Debate	Design	Conclude
Label	Describe	Choose	Compare	Create	Compare & Contrast
Name	Explain	Employ	Determine	Develop	Evaluate
Recall	Express	Perform	Diagram	Extend	Justify
Recite	Provide examples	Solve	Distinguish	Formulate	Select
State	Paraphrase	Use	Outline	Prepare	Support

Using Active Learning Techniques

Speakers are required to incorporate active learning strategies to engage the audience. The table below provides general considerations as you prepare for your CE training.

Suggested Active Learning Strategies for Use with ACPE's CPE Activity Types and Bloom's Taxonomy Levels

CPE Activity: KNOWLEDGE	
<i>Bloom's Taxonomy</i>	<i>Suggested Active Learning Techniques</i>
<u>Knowledge-type verbs</u> Define Repeat List Record	Lecture Visuals Examples Illustrations Analogies
<u>Comprehension-type verbs</u> Discuss Describe Explain Recognize Identify Translate Restate Express	Test/Assessment Review Writing Presentations Matching questions/answers Questions Discussion Report

CPE Activity: APPLICATION AND/OR PRACTICE	
<i>Bloom's Taxonomy</i>	<i>Suggested Active Learning Techniques</i>
<u>Application-type verbs</u> Interpret Apply Employ Use Demonstrate Illustrate Practice	Role play Simulations Practice exercises Demonstrations Projects
<u>Analysis-type verbs</u> Distinguish Analyze Differentiate Calculate Compare Contrast Criticize Debate Diagram	Case studies Problems Discussion Pro/con grids Application exercises

CPE Activity: APPLICATION AND/OR PRACTICE (continued)	
<i>Bloom's Taxonomy</i>	<i>Suggested Active Learning Techniques</i>
<u>Synthesis-type verbs</u> Plan Compose Design Propose Formulate Arrange Construct Create Set up Organize Prepare	Problems Case studies Develop plans Simulations Projects
<u>Evaluation-type verbs</u> Judge Evaluate Rate Compare Revise Score Select Choose Assess Estimate Measure	Case studies Problem exercises Projects Critiques Simulations

Adapted from Phillips, L. *The Continuing Education Guide The CEU and other Professional Development Criteria*. 1994

Writing Test Questions

Test questions should be designed to support the learning objectives and should reflect knowledge and/or application of the concepts presented during instruction. **When submitting your test questions, include the answer key and the justification for the correct response.** The justification for the correct response will be incorporated into the training materials issued to the learners at the end of the activity.

Psychologists: Please refrain from submitting true or false questions.

See: [Writing effective test questions](#)

Patient-Centered Collaborative Care (Pharmacists)

Pharmacists, please review your knowledge gap and learning objectives to ensure that you have incorporated the concepts of patient-centered collaborative care as needed and where appropriate. For more information, go to: <https://tinyurl.com/97r2wwwH>

Permissions

We ask your permission to record the presentation and to distribute copies of your slides. The CE Here is the permission form: <https://forms.gle/imyvWZNGKQCMD8uW6> Director may also provide you with an email to affirm your response.

Accreditations and Approved Sponsorships



California Northstate University, College of Pharmacy is accredited by the Accreditation Council of Pharmacy Education as a provider of continuing pharmacy education. In accordance with the Accreditation Council for Continuing Pharmacy Education Standards for Commercial Support, all planners, teachers, and authors involved in the development of CE content are required to disclose to the accredited provider their relevant financial relationships. Relevant financial relationships will be disclosed to the activity audience.



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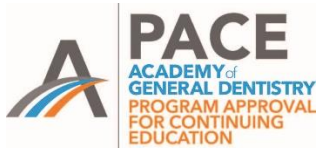
AMERICAN PSYCHOLOGICAL ASSOCIATION

California Northstate University, College of Psychology is an approved CE Sponsor through the American Psychological Association (APA).



Department of Consumer Affairs
DENTAL BOARD OF CALIFORNIA

California Northstate University, College of Dental Medicine is a Continuing Education Registered Provider with the Dental Board of California (DBC)



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