

CONVERTING A LIVE ACTIVITY TO AN ENDURING ACTIVITY

There are documentation requirements that will always be different between a live educational activity and an enduring educational activity. An enduring educational activity, for example, will have:

1. submit a copy of the first page of the application revised the new beginning and expiration dates,
2. a revised copy of the planning table for enduring activity,
3. documentation of the method of disclosing presence or absence of conflicts of interest, for example, may be the first slide of a power point presentation. Whether the activity was presented live or archived and available to learners at a later time, the disclosure method remains the same,
4. documentation on why the live educational activity was re-purposed to be an enduring educational activity. For example, the provider might use evaluation feedback from a live activity as part of the needs assessment data for an enduring educational activity, to access more participants for example. Or, content from a live activity might be edited down to a shorter, enduring educational activity, thereby changing the number of contact hours awarded.

In summary, re-purposing a live educational activity into an enduring educational activity can be an efficient and cost-effective method to reach large numbers of learners. While both may have many similar elements, they need to be documented as separate educational activities and documentation should appropriately reflect the unique elements of each.