



Continuing Education Approval: Application Guide

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Contents

Mission and Vision	3
Section I: Overview of Continuing Education (CE) Approval	4
Benefits of CTTTP-approved Continuing Education (CE) include:.....	4
Types of CE Approval:.....	4
Data Collection and Reporting Requirements:	5
Continuing Education Units and Course Certificates	5
Contact information	6
Planning committee	6
Training and Education Standards	6
Section II: Continuing Education Event Approval Application	8
Section III: Continuing Education Provider Approval Application	12

Mission and Vision

This manual is provided as a guide to all organizations interested in approval by the Council for Tobacco Treatment Training Programs for Continuing Education opportunities.

Mission Statement

Our mission is to provide leadership and to promote excellence in the professional preparation of Tobacco Treatment Specialists. As an accrediting body, we are committed to the development and proliferation of standards and procedures that meet the needs of a dynamic, diverse, and complex population of tobacco users in a variety of contexts as well as encouraging and promoting the continuing development and improvement of Tobacco Treatment Specialist training and educational programs. The Council establishes and continuously reviews Tobacco Treatment Specialist training standards, evaluates training program compliance with established standards, recognizes training programs which demonstrate compliance, and serves as a resource for Tobacco Treatment Specialist certification.

Vision

We shall be the premier resource for tobacco treatment training in the world, based on the excellence of our training programs, the diversity of our community, and our commitment to evidence-based treatment and practice. We seek to ensure that high-quality, evidence-based treatment for tobacco dependence is available to every tobacco user who needs it.

Section I: Overview of Continuing Education (CE) Approval

The Council for Tobacco Treatment Training Programs (CTTTP) is committed to supporting Tobacco Treatment Specialist (TTS) training that develops professional skills through continuing education (CE). This approval process enables CTTTP to recognize and promote learning opportunities that meet a defined set of criteria. Approval will serve as a guide to tobacco treatment providers searching for reliable and evidence-based CE programs, especially those having completed a CTTTP-accredited TTS training program. Continued professional development is widely recognized as a fundamental way to enhance growth, improve skills, and ensure academic and practical qualifications remain up to date.

Benefits of CTTTP-approved Continuing Education (CE) include:

1. Demonstration that the educational event has met an established set of training standards directly related to professional development for tobacco treatment specialists.
2. Listing on the [CTTTP website](#), a resource for continuing education opportunities.
3. Promotion to the more than 2000 practitioners who complete a CTTTP-accredited foundational TTS Program annually. Visit our page to learn about the [CTTTP accredited programs](#).
4. Use of the CTTTP logo and approval status for marketing materials.
5. Acceptance as CE credit for renewal of the National Certification in Nicotine and Tobacco Treatment ([NCNTT](#)).

Types of CE Approval:

There are several types of approval. Applications are open to all organizations that meet the criteria for the specific type of approval requested. Each type of approval is briefly described here with additional details later in this document.

1. Event Approval

- A **Workshop/Program** is a synchronous event where the participants must attend the entire program to receive CE credit.
- **Asynchronous** events are considered a form of self-study and must incorporate a knowledge assessment. Examples include web-based programs, viewing recorded synchronous events, reviewing journal articles or other written materials (e.g. case studies).
- A **Conference** is a synchronous event where the participants choose among various sessions and only receive credit for the sessions attended. The event may occur over multiple days.
- Organizations are not required to have any previous CTTTP accreditation or continuing education approvals to apply for event approvals.
- See [Section II](#) for application details.

2. Provider Approval

- Qualifying organizations may apply for the status of *CTTTP Approved Continuing Education Provider*.
- This approval allows an organization to deliver unlimited CE events (excluding conferences) during their approval period.
- Organizations are required to meet certain criteria to be eligible to apply for this level of approval.
- See *Section III* for application details.

Data Collection and Reporting Requirements: All types of approvals include the same minimum data collection requirements listed here. Additional reporting requirements and timelines differ based on the type of approval. Refer to the appropriate section for details.

1. Registration information required:

- a. Participant name
- b. Certification ID number or award date – include all that apply:
 - i. National Certificate in Nicotine and Tobacco Treatment (*NCNTT*)
 - ii. Certified Professional AHA/Tobacco Treatment (*CPAHA*)
- c. We strongly encourage you to collect demographic information that is consistent with the [CTTTP Minimum Data Set](#).

2. Participant satisfaction surveys:

- a. Surveys must be collected in a manner that allows for de-identified reporting.
- b. Include participant evaluation of how well the learning objectives were met.
- c. Reports must be de-identified summaries.
- d. See [CE Approval Applications](#) webpage for a sample survey.

3. Knowledge Assessments:

- a. For all asynchronous self-study events a sample of the knowledge assessment must be submitted.
- b. Reports must include a de-identified summary of the scores received including minimum, maximum, and mean scores.

4. Record Maintenance:

- a. All approval types are required to maintain original application materials and the data listed above for a period of five (5) years.

Continuing Education Units and Course Certificates

1. One CE Unit is equal to one hour of instruction. Subtract all times scheduled for breaks to calculate the total number of CE requested.
2. A sample of the Course Certificate must be provided and must include the following (see sample at [CE Approval Applications](#))
 - a. The participant's name
 - b. Title and date of the event
 - c. Number of CE units awarded
 - d. Sponsoring organization name
 - e. CTTTP approval statement as provided in the letter of approval
 - f. OPTIONAL: participant TTS certification ID or award date
 - g. OPTIONAL: CTTTP logo (see Section II.H)

Contact information: There must be a designated individual responsible for all communications. If this person changes at any time during the application process or approval time, contact CTTTP immediately to report the change.

Planning committee: At least one member of the planning committee must hold a recognized Tobacco Treatment Specialist (TTS) credential. These include:

- The National Certification in Nicotine and Tobacco Treatment (*NCNTT*)
- The Certified Professional by the American Heart Association, Tobacco Treatment (*CPAHA*).

Please note that the credentialed TTS does not need to be part of your organization. The TTS must review and approve the goals and objectives for the program and their name, contact information and signed disclosure form must be included in the application.

Training and Education Standards

To be approved by the Council, continuing education events must demonstrate how the opportunity supports the Council's Training and Education Core Values and Core Competencies.

- 1. Core Values:** Central to the Council's activities are a set of Core Values which include:
 - a. Honoring diversity, promoting equity, and creating environments where all individuals, regardless of their backgrounds, identities, and lived experiences or abilities feel respected, valued, and empowered to fully participate and contribute.
 - b. Promoting health and decreasing harm caused by commercial tobacco and nicotine products based on current evidence.
 - c. Supporting collaboration across professions, disciplines, and settings to facilitate creative methods to educate and train Tobacco Treatment Specialists.
 - d. Embracing sound pedagogy and approaches to education and training using a peer-review process to ensure excellence.
- 2. Core Competencies:** The Council seeks to develop and uphold training standards and accreditation/approval policies and procedures in harmony with practice standards derived from multiple sources and disciplines. Therefore, our Training and Education standards are derived from the six Core Competencies identified by the Accreditation Council for Graduate Medical Education (ACGME) and include:
 - a. Patient/client care - Tobacco treatment specialists must be able to provide appropriate patient/client care for diverse individuals and communities that is compassionate, inclusive, effective, and engaging.
 - b. Knowledge - Tobacco treatment specialists must be able to demonstrate expert bio-psycho-social knowledge relevant to all commercial tobacco and nicotine product use, prevention, and treatment among individuals and diverse communities.
 - c. Practice-based learning and improvement - Tobacco treatment specialists must be able to use current scientific evidence to continuously evaluate and adapt their approaches to patient/client care.

- d. Interpersonal and communication skills - Tobacco treatment specialists must be able to demonstrate interpersonal and communication skills that result in effective exchange of information and collaboration with patients/clients, their families and social networks, communities, and professional associates.
- e. Professionalism- Tobacco treatment specialists must be able to demonstrate a commitment to carrying out professional responsibilities including the implementation of best practices, knowledge of current scientific evidence, advocacy for tobacco treatment services, adherence to ethical principles, and the promotion and preservation of sociocultural competence.
- f. Systems-Based Practice - Tobacco treatment specialists must be aware of and be able to effectively engage systems resources to provide optimal care including health promotion and prevention activities such as but not limited to cancer screenings.

Submission and Review Process: This process is the same for both Event and Provider Applications

1. Before completing your application
 - a. Complete the [Intent to Apply form](#). This notification provides important information that our office needs to create a record of your application and generate an invoice.
 - b. You will receive an invoice that includes information on how to submit payment, purchase order, check and credit card are acceptable.
 - c. You also will receive the link to an exclusive Google drive folder for uploading your application.
 - d. Go to [CE Approval Applications](#) webpage to download the appropriate application and other supporting documents.
2. Submitting your application
 - a. Payment arrangements must be complete when submitting the application.
 - b. When your application is complete use the Google drive link provided to upload the application and all supporting materials, preferably in a single PDF document. Go to the [CE Approval Applications](#) webpage for a quick guide on merging documents.
 - c. Only complete applications will be reviewed. You will be notified if the application is incomplete, and you must upload the completed application before it is reviewed.
 - d. Notify us at info@ctttp.org when your upload is complete.
3. Review and Approval Notification
 - a. Complete applications will be reviewed by CTTTP Councilors within 60 days of receipt.
 - b. The Contact will be notified by email of the final decision. All details of the decision will be described in a letter attached to the message. This will include the expiration date, reporting deadlines and any additional requirements.

Section II: Continuing Education Event Approval Application

This application is used when requesting approval for synchronous and asynchronous events or conferences. Directions for submission are listed in the application. The application and all supporting documentation should be merged into a single document for submission (PDF preferred). The application can be downloaded [here](#).

- A. Organizational eligibility:** Any organization that meets all application requirements is eligible for approval.
- B. Before completing your application**
- Complete the [Intent to Apply](#) form. This notification provides important information that our office will need to create a record of your application and generate an invoice
 - You will receive an invoice that includes information on how to submit payment. Purchase order, check and credit card are acceptable.
 - You also will receive the link to an exclusive Google drive folder for uploading your application.
- C. Payment arrangements must be complete when submitting the application.**
- D. Event type and Fees:** Choose the option that best describes the type of program to be offered.
- **A Synchronous Workshop or Program** is typically an event that requires participants to attend the entire session to receive continuing education (CE) credit. The session must be at least 60 minutes long and can be delivered in person or online, over the course of one or more days.
 - a. Approval of a Workshop/Program allows unlimited repeats of the event for up to one year. This applies if there are no significant changes to the program for repeated sessions.
 - b. The one-year approval time begins with the first session and will be clearly stated in the approval letter.
 - c. The application fee is \$200. An additional \$50 fee may apply if the application is received after the 60-day deadline.
 - **Asynchronous** events are considered a form of self-study and must incorporate a knowledge assessment. Participants must complete the entire program to receive CE credit. Examples include web-based programs, viewing a recorded synchronous virtual presentation, and reviews of a journal article or other printed material (e.g. report on a case study).
 - a. Approval of an asynchronous event allows unlimited repeats of the event for up to one year. This applies if there are no significant changes to the program for repeated sessions.
 - b. The one-year approval time begins with the first session and will be clearly stated in the approval letter.
 - c. The application fee is \$200. An additional \$50 fee may apply if the application is received after the 60-day deadline.

- **A Synchronous Conference** is an event where the participants choose from various concurrent sessions and receive credit only for the sessions attended. The event can be delivered in person or online over the course of one or more days:
 - a. A Conference may not be repeated under the same approval.
 - b. The organizers of the conference must have a mechanism for identifying the sessions attended by participants.
 - c. Participant satisfaction surveys must be collected for each session.
 - d. The application fee is \$400. An additional \$100 fee may apply if the application is received after the 60-day deadline.
- The **Other** category may be used if your event does not meet the criteria of the defined categories. This may include programs that blend synchronous and asynchronous components. Innovative programs may fall into this category and are welcome.
 - a. Contact info@ctttp.org to discuss using this category prior to submission.
 - b. Fees will be determined after the receipt of the application depending on the complexity of the review required.

E. Training and Education Standards

- Describe how your organization and the proposed CE program supports the Council's Core Values as listed above and on the application form.
- Select the Core Competencies that will be addressed in the proposed CE event. **At least one** must be included and more than one may apply.

F. Needs Assessment

- Briefly describe the needs assessment, including the process and procedures used, that determined the content and topic for this event. Both qualitative and quantitative procedures may be acceptable.
- Provide details on results of such assessment and describe how this program will enhance the skills of a trained tobacco treatment specialist. Include details related to the Core Competencies as referenced above.

G. Program Content and Faculty

CE Events may be devoted to one content area or include multiple presentations. For each presentation the application must list:

- *The Presentation Title*
- *Goal(s) and Learning Objectives*
 - a. Action verbs must be used for these descriptions. Examples include but are not limited to: demonstrate, list, describe, practice, develop, implement.
 - b. Verbs such as understand, know, explore are not considered acceptable.
- *Faculty/Instructor Name*. This person typically develops and delivers the presentation. If the developer and presenter are different provide the following information for each person:
 - a. Organizational affiliation. This may be their place of business or volunteer organization.

- b. Brief biography. This is a brief description of the qualifications of the individual developing and presenting material. It must include information demonstrating that the faculty has sufficient expertise related to the content of the presentation and experience as a presenter. CVs and resumes are not required.
- c. Signed Conflict of Interest (COI) disclosure statement. CTTTP seeks to adhere to the standards set by the ACCME regarding conflict of interest (click [here](#) to download ACCME standards). All faculty members are required to sign a COI form. Any COI form to be used must demonstrate that there are no conflicts of interest or describe how conflicts will be described to the audience. In addition, the COI must include a statement related to any possible discussion of unapproved/investigational use of a commercial product/device for tobacco treatment. CTTTP has developed a specific form that may be used. Download the form [here](#).
- d. A separate document may be submitted if more room is required for multiple faculty members.
- *Funding Source(s)*.
 - a. It is expected that all presentations will be free from the influence of funding sources.
 - b. Describe the source(s) of all funding for the program. This should include the source(s) of funds that support the planning committee, staff, payments to faculty and any costs for logistics (e.g. room rentals). Dollar amounts are not required.
 - c. Include a statement attesting that educational content has not been influenced by funding sources.

H. Agenda and Promotional Materials.

- All promotional materials that reference CE Approval by CTTTP must be included in the application. This includes the agenda, registration forms, printed flyers, and web-based announcements.
- Follow directions in the application regarding details to be included.
- When referring to CE Approval this standardized statement will be included in the approval letter:

“This program is (approved or under review) by the Council for Tobacco Treatment Training Programs to award ____ continuing education contact hours for tobacco treatment providers who successfully complete the program.”
- If approved you will receive information on how to list your program on the [CTTTP website](#).
- You may request permission to use the CTTTP logo on promotional materials. Include a description of how the logo will be used. If approved the appropriate file and directions for use will be sent to you.

I. Reporting Timeline:

All reports are due **60 days** after the completion of the CE event and must include:

- Participant Information

- De-identified summary of participant satisfaction surveys
- Summary of knowledge assessment (asynchronous, self-study programs only)

J. Use the Application Checklist to ensure that the application is complete before submission.

Section III: Continuing Education Provider Approval Application

This application enables organizations to describe how they meet the criteria to become a *CTTTP Approved Continuing Education Provider (CE Provider)*. This approval confers upon the organization recognition of their ability to develop and deliver learning opportunities that will enhance the skills of a tobacco treatment specialist. It includes acknowledgment of the organization's commitment to uphold the CTTTP Training Standards and Competencies.

There are **three levels of eligibility** for this status and **two time-periods** of approval. A primary benefit of this approval is the ability for the CE Provider to deliver unlimited TTS educational opportunities (excluding conferences) during the approved time-period. The application and all supporting documents can be downloaded [here](#).

A. Eligibility: Organizations must meet one of three eligibility criteria.

1. **Category 1** applies to any organization that at the time of application has a CTTTP Accredited TTS Training Program. The accredited program must be in good standing and up to date with all required reports. Dates of accreditation and expiration must be listed in the application.
2. **Category 2** applies to organizations that have at least one current or prior CTTTP approval for Continuing Education events. The name, approval and expiration dates of the event(s) must be listed in the application. All required reports must have been submitted.
3. **Category 3** allows organizations with no prior accreditation or approval from CTTTP to apply to become a CE Provider. Two criteria **must** be met to be eligible.
 - a) The organization must submit documentation of approval for a continuing education program by at least one other health related professional organization.
AND
 - b) Details for at least two upcoming tobacco treatment related continuing education events must be submitted. These programs must be scheduled for at least 60 days **after** the submission of the application. CE Provider approval is contingent upon approval of both programs submitted. **Complete Part IX** of the application to provide the required information about the two planned events. It may be helpful to review *Section II: Event Approval Application* of this manual for descriptions of the relevant information requested for each program. The information required for each program includes:
 - i. Event Title and Date(s).
 - ii. Event Types: If the event is asynchronous the associated knowledge test must be included in the application.
 - iii. Goal, brief description and number of CEs for the event.
 - iv. A list of all CTTTP Core Competencies for Training and Education addressed in the event. At least one must be addressed.
 - v. Include the requested information for each presentation/instructor:
 - a. Presentation title and active learning objectives for the presentation.
 - b. Instructor name, organizational affiliation, brief biography and signed Conflict of Interest disclosure statement.

B. Before completing your application

1. Complete the [Intent to Apply form](#). This notification provides important information that our office needs to create a record of your application and generate an invoice
2. You will receive an invoice that includes information on how to submit payment. Purchase order, check and credit card are acceptable.
3. You also will receive the link to an exclusive Google drive folder for uploading your application.

C. Fees and Deadlines

1. Payment arrangements must be complete when submitting the application
2. All reviews will be conducted within 60 days of receipt of the completed application and payment.
3. Fees for Categories 1 and 2 are:
 - a) \$600 for Two Years
 - b) \$1000 for Four Years
 - c) There is no submission deadline. Only programs conducted after receiving CTTTP approval are eligible to award CE credits.
4. Category 3 organizations are only eligible for **Two Year approval**. The fee is \$600
 - a) This application must be submitted at least **60 days prior** to the first CE event included in the application.

D. Organizational Resources: A key component of this application is the demonstration that the organization's resources support the ability to develop, administer and evaluate continuing education programs. Applicants must provide detailed information in the responses to each question. The first two questions are more general in nature.

1. For many organizations there may be a specialized department or group that is responsible for TTS Continuing Education. Provide the name of that group and information regarding its relationship with the larger organization. An organizational chart may be attached to the application if desired but is not required.
2. Refer to the CTTTP *Mission and Vision statement* at the beginning of this manual. Describe how your organization/department aligns with CTTTP.
3. The next five questions require detailed responses regarding how the continuing education programs will be developed, documented, delivered and evaluated.
 - a) When describing the process for developing programs, include information about how you determine the need for specific topic areas to be covered and how the curriculum is developed. Include information about how content experts are included in the needs assessment and curriculum development. These experts may be faculty/staff or outside consultants.
 - b) Administrative support is essential to accurate and efficient record keeping. Describe who will provide these functions by job title, names are not required. Identify by name the person who will be responsible for submitting all required reports.

- c) A variety of event types are acceptable. Synchronous programs may be delivered virtually or in-person, asynchronous programs are considered self-study and must include a knowledge assessment. Asynchronous programs may be delivered virtually or include activities such reading journal articles or analyzing case studies. Other innovative asynchronous programs will be considered for approval. For each event type likely to be used describe the resources to support it. This should include information about the event space for in-person programming and web-based platforms for virtual programming.

NOTE: A Conference is a distinct event style defined as a synchronous event where the participants choose among various concurrent sessions and only receive credit for the sessions attended. The event may occur over multiple days. The status of CTTTP Approved CE Provider DOES NOT include approval of any conferences conducted by the CE Provider. Submit an [Event Approval Application](#) to request approval.

- d) For each event type, describe the process for managing registrations, data collection and distribution of certificates of attendance. Provide a sample of certificates of attendance. These may be modeled after the [samples](#) provided by CTTTP. Inclusion of the CTTTP logo is not required.
- e) There must be a process for ongoing evaluation of programs. Describe how you will ensure ongoing quality and adherence to CTTTP Training Competencies. Samples of participant satisfactions surveys are required. See [CE Approval Applications](#) for an example. Attaching samples of any other evaluation tools that may be used is optional.

- E. Faculty/Planning Committee** refers to all individuals who contribute to the development of Continuing Education programs. This group collectively is responsible for ensuring that content and pedagogical structure of the programs are consistent with *CTTTP Training Standards and Competencies*. All members of the committee must have appropriate experience and expertise, and the information listed in the application must be submitted.
1. Name, credentials, organization/affiliation and role in the planning process are required. It is acceptable to include individuals from outside of the organization who serve as consultants.
 2. A brief biography for each individual must be included. A CV or resume is not required. The biography must clearly identify the experience and expertise that the individual brings to the planning process.
 3. At least one member of the committee must hold the National Certification in Nicotine and Tobacco Treatment (*NCNTT*), or the Certified Professional by the American Heart Association/ Tobacco Treatment (*CPAHA*).
 4. Each committee member must complete a signed [Conflict of Interest](#) disclosure statement. CTTTP seeks to adhere to the standards set by the ACCME regarding conflict of interest (click [here](#) to download ACCME standards). Any COI form to be used must demonstrate that there are no conflicts of interest or describe how conflicts will be described to the audience. In addition, for all continuing education events to be conducted by the applicant in the future, the COI must be signed by all presenters and include a statement related to any possible discussion of unapproved/investigational

use of a commercial product/device for tobacco treatment. CTTTP has developed a specific form that may be used. Download the form [here](#).

5. Funding sources for the programs must be described. This should include sources such as your own organizational funding, revenue from registrations, grants, donations, etc. Dollar amounts are not required. Include a statement attesting to the impartiality of all presentations regardless of funding source.

F. CTTTP Training and Education Standards

1. This application must include a description of how your Continuing Education programs will support these Core Values:
 - a) Honoring diversity, promoting equity, and creating environments where all individuals, regardless of their backgrounds, identities, and lived experiences or abilities feel respected, valued, and empowered to fully participate and contribute.
 - b) Promoting health and decreasing harm caused by commercial tobacco and nicotine products based on current evidence.
 - c) Supporting collaboration across professions, disciplines, and settings to facilitate creative methods to educate and train Tobacco Treatment Specialists.
 - d) Embracing sound pedagogy and approaches to education and training using a peer-review process to ensure excellence.
2. When developing Continuing Education programs, the planning committee must ensure that at least one of these Training Core Competencies are addressed:
 - a) Patient/client care – Tobacco treatment specialists must be able to provide appropriate patient/client care for diverse individuals and communities that are compassionate, inclusive, effective, and engaging.
 - b) Knowledge – Tobacco treatment specialists must be able to demonstrate expert bio-psycho-social knowledge relevant to all commercial tobacco and nicotine product use, prevention, and treatment among individuals and diverse communities.
 - c) Practice-based learning and improvement – Tobacco treatment specialists must be able use current scientific evidence to continuously evaluate and adapt their approaches to patient/client care.
 - d) Interpersonal and communication skills – Tobacco treatment specialists must be able to demonstrate interpersonal and communication skills that result in effective exchange of information and collaboration with patients/clients, their families and social networks, communities, and professional associates.
 - e) Professionalism – Tobacco treatment specialists must be able to demonstrate a commitment to carrying out professional responsibilities including the implementation of best practices, knowledge of current scientific evidence, advocacy for tobacco treatment services, adherence to ethical principles, and the promotion and preservation of sociocultural competence.
 - f) Systems-Based Practice – Tobacco treatment specialists must be aware of and be able to effectively engage systems resources to provide optimal care including health promotion and prevention activities such as but not limited to cancer screenings.

G. Data Collection. This section lists the data that is required to be collected. The due dates for reporting are described in section F.

1. Registration information must include at least the following information
 - i. Participant name and event attended
 - ii. Certification ID number or award date. This applies only to the National Certification in Nicotine and Tobacco Treatment (NCNTT) and the Certified Professional AHA/Tobacco Treatment credentials (CPAHA). Both may be reported if appropriate. These certifications may utilize different award tracking processes, e.g. award/expiration dates or ID numbers. Both types of documentation are acceptable
 - iii. Number of CE units awarded to the individual
 - iv. Although not required for Continuing Education programs it is strongly recommended that data collected include the [Minimum Data Set](#) (MDS). The same MDS is required of accredited TTS Training Programs and will help all organizations better understand the population we serve
2. For every program conducted during the approval period, the following information must be documented and included in the required reports
 - i. Title
 - ii. Goals and learning objectives using active verbs
 - iii. Names, biographies and disclosure statements for all presenters
 - iv. CTTTP Core Competencies addressed
 - v. Agenda and number of contact hours
3. Participant satisfaction surveys are reviewed by CTTTP to assure that programs are meeting the needs of participants. CE Providers may use these surveys to help monitor program quality.
 - i. Surveys must be collected in a manner that allows for de-identified reporting. Completion of the survey may be a requirement of program completion if the actual responses are not linked to the participant's name.
 - ii. Questions must include participant evaluation of how well the learning objectives were met. Other questions may address items such as satisfaction with the presenter, the quality of the learning environment, the ease of use of the delivery modality etc.
 - iii. Reports to CTTTP should be in a summary format, not raw data.
 - iv. See [CE Approval Applications](#) for a survey example.
4. Knowledge Assessments are required only for asynchronous events.
 - i. For all asynchronous events the questions and answers on the knowledge assessment must be submitted with regular reports.
 - ii. Reports must include a de-identified summary of the scores received including minimum, maximum, and mean scores.
5. Record Maintenance. All approval types are required to maintain original application materials and the data listed above for a period of five (5) years.

6. Certificate of Attendance/Completion provided to all participants must include the following details and approval language*
 - i. Participant Name
 - ii. Number of total CE units earned
 - iii. Provider name
 - iv. Program title
 - v. Date(s) of event/program completion
 - vi. CTTTP approval statement*
 - vii. OPTIONAL: participant TTS certification ID or award date
 - viii. OPTIONAL: CTTTP logo (see Section II.H)

**“This program is approved by the Council for Tobacco Treatment Training Programs to award ____ continuing education contact hours for tobacco treatment providers who successfully complete the program.”*

H. Reporting Requirements The timeline for submitting reports varies depending on the organization’s eligibility category.

1. Organizations that qualify for Categories 1 and 2 are those with prior CTTTP TTS Training Program accreditation or Continuing Education approval.
 - a) Reports are due annually within 60 days of the end of each approval year. The year begins on the date of approval notification by CTTTP. Report dates will be listed in the approval letter.
 - b) Reports must include each of the following as described in section G above
 - i. Registration information
 - ii. Event details
 - iii. Summary of participant survey results
 - iv. Knowledge assessments and results summary (for asynchronous and self-study only)
 - v. Faculty biographies and Conflict of Interest disclosure statements
2. Organizations with no prior CTTTP accreditation or approval are classified as **Category 3**. Since these programs are applying for a first-time approval different reporting criteria apply.
 - a) Details for two (2) upcoming CE programs must be included with the application and reports must be submitted for each program within **60 days** of the completion of the event. Reports must include each of the following as described in section G above
 - i. Registration information
 - ii. Summary of participant survey results
 - iii. Knowledge assessments and results summary (for asynchronous and self-study only)
 - b) CTTTP will review these reports and inform the CE Provider regarding approval to conduct additional programs during the two-year approval period.
 - c) If approved, an annual report is due at the end of the first approval year and again at the end of the second approval year.

- d) Reports for these programs must include:
 - i. Registration Information
 - ii. Event details
 - iii. De-identified participant survey results
 - iv. Summary of knowledge assessments (if applicable)
 - v. Faculty biographies and disclosure statements

I. Submitting your application

- 1. Use the checklist at the end of the application to ensure that the application is complete.
- 2. Please merge all documents into one document, pdf preferred.
- 3. Upload your completed application to your unique Google drive folder and notify us at info@ctttp.org when your upload is complete.