The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
Bureau of Health Professions Licensure

Board of Registration in Pharmacy
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Continuing Education Submission Form

This completed form and supporting documentation must be submitted to the Board for review at least **30 days in advance** of the scheduled program date. A *separate* form for each continuing education program for which you seek approval must be submitted. Before submission, please review requirements at 247 CMR 4.05: http://www.mass.gov/courts/docs/lawlib/230-249cmr/247cmr4.pdf

Please submit the following information to: RequestRxBOPCE@MassMail.State.MA.US

- ☐ **Completed submission form**
- ☐ **Objectives and detailed outline / copy of the presentation**
- ☐ **Certificate of completion template** to include**:** name of the program, name of participant, date completed, number of credits, Board approval number, program location, and authorized signature (i.e. CE program coordinator, presenter)
- ☐ **Evaluation template or method**: to evaluate faculty, learning experiences, instructional methods, facilities, educational resources, and attainment of objectives
- ☐ **Curriculum vitae (CV) or résumé for *each* presenter**

NOTE: After the program, the provider must forward a copy of the **attendance list, complete with program number**, to the email address above. The provider will be directly responsible to the Board for verification of participation for no less than 3 years with the name of each participant and program number.

Presenter Name: _____

Program Title: _____

Delivery Mode: ____ Live Program ____ Home Study ____ Other (describe)

Date(s): _____ Location(s):_____

Tuition/Fee (if any): $_____ Length of Program: _____minutes
(60 minutes = 1 contact hour)

Advisor/Preceptor/Site Contact: _____ Email: _____

_____

Board Staff use only:

Program Number: _____ Amount of Credit: _____contact hour(s)

Category approval (if any):

- ☐ Complex Non Sterile Compounding
- ☐ Sterile Compounding
- ☐ Immunization
- ☐ Law