



## Continuing Education Activity Pre-Approval Application

The American Board of Forensic Toxicology is not a continuing education (CE) provider and does not accredit any CE activity. The purpose of CE activity pre-approval is to evaluate the appropriateness of the CE activity for certificants of the ABFT prior to the activity commencement.

### Requirements for ABFT Pre-Approved Continuing Education (CE) Activities

- All materials shall be submitted for review to the ABFT a minimum of 45 days prior to the CE Activity.
- The activity shall be relevant to the scope and practice of forensic toxicology and may include analytical methods, technology, management, and other relevant topics.
- The activity shall identify learning objectives.
- The delivery method for the activity shall be appropriate to meet the learning objectives.
- The activity shall be presented free from commercial bias.
- If the activity has been previously conducted, sufficient changes shall be made to the program (*e.g.*, different topics and/or presenters).

### Guidelines for Activity Planners and Faculty

- Faculty shall be subject matter experts and selected based on their credentials in the subject of the educational activity.
- Faculty shall either be certified by the ABFT in the area relevant to the presented topic *or* provide biographies for evaluation.
- **Required Documentation**
  - **Activity Program/Schedule**
  - **ABFT CE Faculty Information Form for each faculty member (unless they are also the Activity Planner)**
  - **Example Completion Certificate**
    - Acceptable certificates shall include:
      - Name of attendee
      - Activity title
      - Activity completion date, including the year
      - Activity contact hours.
- Planner(s) should be notified of the pre-approval decision by the ABFT Administrative Office within 3 weeks of the submission of all materials.
- Please contact the [ABFT Administrative Office](#) with any questions regarding this application.

## Activity Planner Information

**First and Last Name:**

**Email:**

**Organization:**

**Telephone Number:**

## Credentials

Faculty shall be certified by the ABFT in the area relevant to the presented topic *or* provide a biography.

**ABFT Certification Category:**  Not Applicable (provide biography below)

F-ABFT

D-ABFT-FT

D-ABFT-FD

D-ABFT-FA

A-ABFT

**Biography:** Briefly describe relevant education and experience; DO NOT include CV.

## Activity Information

**Title:**

**Start Date:**

**End Date:**

**Instructional Contact Hours:**

**Format (Select all that apply):**

Live Conference/Meeting

Live Webinar

Live Course/Workshop

Other (specify)

Recorded Conference/Meeting

Recorded Webinar

Recorded Course/Workshop

**Learning Objectives:** Briefly describe how the activity is relevant to the scope and practice of forensic toxicology.

I attest that regardless of any commercial support, if applicable, the content shall be free from any bias, either perceived or implied.

Signature