RACE Standards Requirement

Section 6.04 Program Agenda

Each Program Application must include a detailed course outline that clearly identifies which speaker(s) will present which topic(s)/section(s). A RACE agenda MUST contain the following:

- 1. Session Name
- 2. Session Speaker/Presenter
- 3. Session Topic
- 4. Start time of Session
- 5. Stop time of Session
- 6. Total hours of CE
- 7. Method of Delivery *
- 8. Subject Matter/ Category the Provider would like this session reviewed under*
- *Subject matter, category and delivery method should be consistent with those listed by RACE on the Program Application Form.

Applications without the required agenda information as listed above will be considered incomplete and the Provider will be asked to resubmit the application with the proper agenda if the approval process is to be continued.

The RACE committee may request actual course materials/content; RACE reserves the right to request these materials when considering courses for approval. These materials are for committee approval use only.

EXAMPLE:

Dental Program #1, Presented by RACE Provider ABC

Session	Start	Stop	Minutes	Session	Presenter	Subject Matter/	Method of
Title	Time	Time	of CE	Topic	Name	Category	Delivery
			Requested				
Dental	12:00pm	1:00pm	60	Lecture	Dr. John	Scientific/Clinical	Seminar/Lecture
#1				One	Smith	Dentistry	
Dental	1:00pm	2:00pm	60	Lab	Dr. John	Scientific/Clinical	Lab/Wet Lab
Lab #1				One	Smith	Dentistry	
Break	2:00pm	3:00pm					
Dental	3:00pm	4:00pm	60	Lecture	Dr. John	Scientific/Clinical	Seminar/Lecture
#2				Two	Smith	Dentistry	
Dental	4:00pm	5:00pm		Lecture	Dr. John	Scientific/Clinical	Seminar/Lecture
#3				Three	Smith	Dentistry	
	Total CE Hours (Using 50 Minute Hour)		3.00				
	Maximum hours for any ONE Participant		3.00				