1. **Professional Practice Gap(s) – What problem/practice do we need to address?** What is the gap in Knowledge/Competence for your target audience? *The practice gap is the difference between where the learner is now and where you want them to be after taking the course***.** For example: this statement should be written in terms of what the target audience “are not aware of”, “are not able to”, “are not up to date on”… (100 words max)
2. **Needs Assessment (Documentation and Need Statements)**
* What documents/resources were used to determine the need for this course? Ex: evidence-based, peer-reviewed literature, past evaluations that show the need for this content, advice from authorities in the field, etc. You must be able to provide the documentation for these sources.
* What is the **Knowledge** Need for this course? This should be written as a statement. For example: “The healthcare team needs to know…” (50 words max)
* What is the **Skill/Strategy** (competence) Need for this course? This should be written as a statement. For example: “The healthcare team needs to use…” (50 words max)
1. **What is this activity designed to change in terms of the learner’s skills/strategy? Accredited CE needs to go beyond knowledge in the instruction. What will they be able *to do* after taking this course?** Example: “After completing this course, the healthcare team will be able to…” (50 words max)
2. **Explain how you ensured the activity was planned using a process reflective of the target audience for the activity.** (50 words max)
3. **Explain how this activity promotes active learning for the healthcare team that is consistent with the activity’s desired results.** Active learning is **an approach to instruction that involves actively engaging students with the course material through discussions, problem solving, case studies, role-playing and other methods.** (50 words max)

**6. Learning Objectives (must be measurable) –** use the provided table to choose appropriate verbs for learning objectives. Please provide at least 3 measurable learning objectives.

 **1.**

**2.**

 **3.**