Guide for CE Application Free-Text Question Responses

What is this?

This document is a tool intended to help you formulate your CE Application free-text responses.

This document focuses on the free-text response fields. To view a .pdf of the entire application with a complete list of all questions and guidance for responses, click this link: [Guide for Completing an Accreditation Application](https://www.dartmouth-hitchcock.org/sites/default/files/2025-06/accreditation-application-guide.pdf).

Why should I use this?

Simply put, this tool translates the questions on the application form into plain language, making it easier for you to clearly state your project’s goals.

This tool can also save you time by preventing delays and resubmissions due to incomplete or inaccurate submission language.

Usage Guidelines

* Before doing anything else, make sure this file is saved locally on your device (not in your Downloads folder, which can be automatically cleared by DHMC)
	+ Click “File” > “Save As” and choose a local file location
* Each question includes four example responses you can use to model your own. To view, hover over the yellow-highlighted “Example Response” text below each question description, which will display the content as a comment.
* When you’re ready to write your own response, replace the italicized text below each question with your own.
* Save your work as you progress through the document.
* When you’ve completed this document, copy and paste your responses into the CE application at this link: [Dartmouth Health Continuing Education for Professionals](https://dh.cloud-cme.com/default.aspx).
	+ If you already have a Continuing Education for Professionals account, you will automatically be logged in. If you do not have an account, you will need to create one.
	+ Click on the Continuing Education Accreditation Portal tile to create a new application or view existing applications.



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| **State the professional practice gap(s) of the healthcare team/members on which the activity was based (100 words max)** |
| This question is asking "what's the problem and why is it important to correct?" The "practice gap" refers to the difference between the *actual* (what is happening) and the *ideal* (what should be happening). |
| Example ResponseInterprofessional Activity | Example ResponseMedicine Activity | Example ResponseNursing Activity | Example ResponseRegularly Scheduled Series |
| *Fill in your response here, based on the following stem:*  *"\_\_\_\_\_ is a current issue in healthcare because...”* |

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| **State the educational need(s) that you determined to be the cause of the professional practice gap(s) *(1 is required, 50 words max per need category)*** |
| This question is asking "what's causing the problem?"Is it a problem with people not knowing what the correct behavior is (knowledge), not knowing how to do the correct behavior (skill), or not doing the correct behavior (performance)? |
| Example ResponseInterprofessional Activity | Example ResponseMedicine Activity | Example ResponseNursing Activity | Example ResponseRegularly Scheduled Series |
| *Fill in your response here, based on one or more of the following stems:**"Participants don't know...."**"Participants don't know how to do..."**"Participants don't do..."* |

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| **Explain what this activity was designed to change in terms of the healthcare team’s skills/strategy or performance or patient outcomes (100 words max)** |
| This question is asking "in broad terms, what's going to change?"After participants complete the education, what will they know or do differently that will solve the problem? |
| Example ResponseInterprofessional Activity | Example ResponseMedicine Activity | Example ResponseNursing Activity | Example ResponseRegularly Scheduled Series |
| *Fill in your response here, based the following stem:**"This activity will improve the participant's ability to..."* |

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| **What do you expect your participants to be able to do as a result of participating in this activity? *List up to 3 objectives/learning outcomes appropriate for your activity. (1 is required*)** |
| This question is asking you to identify specific ways the big-picture change will be measured.Learning objectives are assessable outcomes of the activity's success.When writing learning objectives, avoid using unquantifiable verbs like "understand," "learn," "appreciate," "like," "believe" or "know" because they are not measurable and therefore are not assessable.Quantifiable verbs such as "apply," "identify," "explain" and describe" should be used because they are measurable and are therefore assessable.For each objective, use only one measurable verb.Learning objectives should be short and focused. Don't combine multiple outcomes into a single objective, instead, divide them into separate objectives (maximum of 3 objectives). |
| Example ResponseInterprofessional Activity | Example ResponseMedicine Activity | Example ResponseNursing Activity | Example ResponseRegularly Scheduled Series |
| *Fill in your response here, based the following stem:**"At the conclusion of this learning activity, participants will be able to..."* |

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| **Explain how you ensured the activity was planned using a process reflective of the target audience for the activity. (50 words max)** |
| This question is asking how your planning committee represents your audience.If you're giving credit for a particular profession, that profession should be represented on the planning committee. |
| Example ResponseInterprofessional Activity | Example ResponseMedicine Activity | Example ResponseNursing Activity | Example ResponseRegularly Scheduled Series |
| *Fill in your response here, based the following stem:**"The planning committee for this activity includes individuals who represent the target audience. These individuals include…"* |

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| **Explain how the activity promotes active learning/learner engagement for the healthcare team that is consistent with the activity’s desired results (50 words max): (50 words max)** |
| This question is asking you to connect the method of information delivery to the needs of your audience. Depending on the method you have selected, use the appropriate sentence stems from those listed below. |
| Example ResponseInterprofessional Activity | Example ResponseMedicine Activity | Example ResponseNursing Activity | Example ResponseRegularly Scheduled Series |
| **Didactic lecture/presentation**A presentation by an expert offers *a large amount of information* about [your topic] in a limited amount of time.*“Participants will engage in active learning through discussion after the presentation…”* |
| **Panel Discussion**Provides an opportunity for experts to *present differing opinions* on [your topic] to other panelists and the audience.*“Participants will engage in active learning through discussion with panelists…”* |
| **Group Discussion**Provides an opportunity for learners to *work together constructively* for purposes of learning about [your topic].*“Participants will engage in active learning through discussion with fellow participants…”* |
| **Case Presentation**Provides an account of an actual clinical situation that an individual or group has experienced related to [your topic].*“Participants will engage in active learning via peer interaction around current problems in practice…”* |
| **Skills-based training**Provides a group of learners a guided opportunity to practice their individual skills around a specific procedure related to [your topic].*“Participants will engage in active learning by practicing skills and receiving immediate feedback…”* |
| **Simulation**Provides step-by-step practice of behaviors/skills needed for specific tasks or situations related to [your topic] in an environment designed to approximate a real-world setting.*“Participants will engage in active learning by directly solving problems and practicing how to communicate about them….”* |

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| **Please provide a brief explanation of the data gathered as a result of the needs assessment that validates the need for this activity, especially as it relates to team-based care, if appropriate (100 words max)** |
| This question is asking "what evidence shows that the problem exists?In other words, what kind of data do you have that shows the problem you identified in Question 1 is really the problem to solve? |
| Example ResponseInterprofessional Activity | Example ResponseMedicine Activity | Example ResponseNursing Activity | Example ResponseRegularly Scheduled Series |
| *Fill in your response here, based the following stems:**"Informal feedback shows that...."**"Survey responses show that..."**"Evaluation data shows that..."**"Reportable Events data shows that..."* |