

Application CHECKLIST for DONA Continuing Education Units (CEUs)

It is not necessary to apply for DONA continuing education if a program has already been awarded, continuing education units/contact hours by Lamaze International, ICEA, IBLCE, ACNM, ANCC, MEAC, medical (CME) or nursing organizations. DONA International recognizes the credentialing and quality evaluation processes of these organizations. However, the continuing education program must pertain to the childbearing year.

Please submit 2 complete sets of the application materials in the following order:

Application form and this completed form

Brochure (rough draft or final)

Include the program title, date, time, location, fee, registration form, # of CEUs applied for, contact person, address and phone, deadline for registration.

Overall program agenda

List times for each session, including breaks and meals.

Objectives for each topic/session

Outline for each topic/session

Teaching method and materials for each topic/session

Describe teaching method to be used (discussion, lecture, demonstration, etc.) and what materials, including audiovisuals and handouts, will be used.

Bibliography for each topic/session

Resumes of all speakers

Program evaluation form (to assess skill level of speaker, learning environment and whether stated objectives were met)

Processing fee (\$10.00 per contact hour)

Return this completed checklist with materials & fee payable to DONA International to:

DONA International
Continuing Education
PO Box 626
Jasper, IN 47547