



## Continuing Education Committee

According to the ACHA Bylaws: The committee shall be comprised of members with continuing education expertise in the diverse professional disciplines that provide college health services. This committee is responsible for the Association's continuing education activities, and its membership should comply with the standards and requirements of each national accrediting body through which the Association maintains accreditation, and each accrediting organization from which the Association may seek continuing education approval (such as for single-event applications). The committee reports to the Board of Directors.

Members of the committee review and approve educational activities and award credit as appropriate. Educational activities include the ACHA Annual Meeting, ACHA Affiliate Annual Meetings, and other live or in-person educational activities as requested by ACHA staff.

### General criteria for all committee members:

- Are currently a regular or emeritus ACHA member in good standing and commit to maintain membership for the duration of their term.
- Possess the credentials appropriate to their specific discipline.
- Have been employed in a college health setting for a minimum of two years (*with five years preferred*).
- Have attended at least two ACHA Annual Meetings (*preferred*).
- Have experience in ACHA or affiliate program planning (*preferred*).
- Have an understanding of continuing education and/or continuing education accreditation (*experience in area preferred*).
- Provide a letter of support from college/university administration to fulfill commitments and serve the length of term on the Continuing Education Committee.
- Agree to adhere to the ACHA [Ethics Guidelines and Code of Conduct](#).
- Actively participate as a member of the Program Planning Committee for educational activities as requested by ACHA.
- Actively participate in committee business and administrative tasks as needed.

### Meeting commitments:

- Attend the Program Planning Committee virtual meetings held monthly between July and November.
- Attend the ACHA Program Planning Committee Meeting held at the site of the upcoming meeting in the fall of each year (*expenses covered by ACHA*).
- Attend the ACHA CE Committee Meeting in January of each year. May be virtual or in person. (*In-person expenses covered by ACHA*).
- Attend the ACHA Annual Meeting (*not mandatory; at your own/your institution's expense*).
- Attend meetings relevant to your discipline's accreditation.

### Term length of membership:

Members of the continuing education committee shall serve a term of five years, with a maximum of two consecutive terms. A training period of six to twelve months will take place during the first year of the initial term and during the last year of the final term when a new committee member comes on board.

## **Advisor for Continuing Education for Pharmacists (ACPE)**

*Single-event application submitted to The University of Maryland School of Pharmacy, which is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education.*

*In addition to the general requirements for all CE committee members described above, the following responsibilities, requirements, and expectations relate to the ACPE Advisor:*

### Responsibilities:

Review all proposed continuing education programs to verify the appropriateness of the objectives and content for pharmacists in college health practice.

### Requirements:

1. Meet the general and advisor specific requirements of the CE Committee.
2. Are an active member of the ACHA Pharmacy Section, having served at least one two-year term as Pharmacy Section Program Planner.
3. Have experience in college health, specifically as a pharmacist.
4. Ensure that any activity to be accredited is consistent with the Accreditation Council for Pharmacy Education (ACPE) [definition of Continuing Education for the Profession of Pharmacy](#).
5. Have the knowledge and ability to provide guidance during the program planning process to ensure that educational content of proposed presentations is fair and balanced, and that any clinical content presented supports safe, effective patient care.

### Expectations:

1. Read and assign continuing education credits according to the ACPE guidelines when requested by ACHA to review an educational activity.
2. Collaborate with the Pharmacy Section of ACHA for the selection of programs and activities related to pharmacy for the ACHA Annual Meeting.
3. During the ACPE approval process, the Pharmacy Advisor will assist by assigning [Pharmacy Keywords](#) and labeling the [CE Activity Type](#) for each session. To be most effective, the Pharmacy Advisor should be familiar with UMD's [Provider Services Application Process](#), including their [Joint Provider Guidance Document](#) and their [Speaker/Presenter Guidance Document](#).
4. Serve as a resource and assign credit as appropriate in the planning of ACHA educational activities outside of the annual meeting, if appropriate.
5. Participate in pharmacy applications as required of ACHA.