

This form attempts to collect information necessary to plan and develop the proposed CVME course. CVME staff are available to help you navigate this process. Please note that this is for Internet courses (**webinars and on-demand recorded courses**). If you are proposing an in-person, live event (symposium, workshop, conference, etc.) course please fill out CVME Application & Planning Worksheet.

**Section 1 of 5: Activity Description**

Course Information		
Title		
Date <sup>1</sup>	Time <sup>1</sup>	

**Section 2 of 5: Leadership & Administrative Staff Support<sup>2</sup>**

Course Director (CD) The veterinarian, technician or scientist with overall responsibility for program development.		
Name	Degree(s)	
Title	Affiliation	
Department	Phone	Email

Administrative Coordinator/CVME Associate The individual responsible for the operational and administrative support of the certified activity (usually administrative or staff assistant in the Department/Unit of the CD or the CVME Office).		
Name	Title	
Department	Phone	
Fax	Email	

<sup>1</sup>For on-demand courses, please use a proposed recording date and time.

<sup>2</sup>The CD, administrative coordinator (if applicable) will be required to complete the WSU CVME Disclosure Form.

If you would rather have the CVME Office handle the section below, please write **CVME** in the Name section.

**Section 3 of 5: Planning**

Planning Process		
Have speakers been identified?	Yes	No
If No, would you like CVME to help locate speakers?	Yes	No
If YES, Please provide contact information for the speakers below.		
Name:	Degree(s):	
Title:	Affiliation:	Email:

**Target Audience** Select all that apply (at least 1 box from geographic location, provider type, specialty, and animal type must be selected).

Geographic Location:		Provider Type:		Specialty:		Animal Type:			
<input type="checkbox"/>	Internal only	<input type="checkbox"/>	Veterinarians	<input type="checkbox"/>	All specialties	<input type="checkbox"/>	Ophthalmology	<input type="checkbox"/>	All Animals
<input type="checkbox"/>	Local/regional	<input type="checkbox"/>	Veterinary Technicians	<input type="checkbox"/>	Anesthesiology	<input type="checkbox"/>	Orthopedics	<input type="checkbox"/>	Avian
<input type="checkbox"/>	National/International	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>	Cardiology	<input type="checkbox"/>	Pharmacology	<input type="checkbox"/>	Camelids
				<input type="checkbox"/>	Clinical Pathology	<input type="checkbox"/>	Preventative Medicine	<input type="checkbox"/>	Cats
				<input type="checkbox"/>	Dermatology	<input type="checkbox"/>	Radiology	<input type="checkbox"/>	Cattle
				<input type="checkbox"/>	Emergency Medicine	<input type="checkbox"/>	Regulatory Medicine	<input type="checkbox"/>	Dogs
				<input type="checkbox"/>	Internal Medicine	<input type="checkbox"/>	Surgery	<input type="checkbox"/>	Equine
				<input type="checkbox"/>	Neurology	<input type="checkbox"/>	Theriogenology	<input type="checkbox"/>	Exotics
				<input type="checkbox"/>	Oncology	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>	Sheep/Goats
								<input type="checkbox"/>	Swine
								<input type="checkbox"/>	Other (specify)
								<input type="checkbox"/>	

### Section 4 of 5: Needs Assessment and Educational Design

Please use the table below to identify learning objectives, starting from the left column. Please use the action verbs (provided by Bloom’s Taxonomy) for the learning objectives.

EXAMPLE Current Practice	EXAMPLE Ideal Practice	EXAMPLE Practice Gap/ Educational Need	EXAMPLE This is a gap/need of:	EXAMPLE Learning Objective
Veterinarians submit samples to WADDL to help with individual animal and herd diagnoses. However, not all of those samples are useable or diagnostic.	Veterinarians are able to address any animal mortality issue and ensure consistent application of necropsy and sample submission guidelines.	Veterinarians need educational initiatives related to necropsy and sample submission guidelines.	X Knowledge X Competence Performance	Describe current guidelines for necropsy and sample submission and identify resources for submission to the lab. Implement a new necropsy protocol for a specific disease syndrome.
Current Practice	Ideal Practice	Practice Gap/ Educational Need	This is a gap/need of:	Learning Objective <sup>2</sup>
			Knowledge Competence <sup>3</sup> Performance <sup>4</sup>	

<b>Evaluation and Outcomes Measurements</b> – Live events require a course evaluation. Web-based on-demand courses requires an examination for participants to receive credits and a course evaluation.			
<b>Knowledge</b>			
	Evaluation form for participants		Post-test only
	Custom pre and post-test		

<b>Educational Design/Methodology</b> Please indicate the educational method(s) that will be used to achieve the stated goal and objectives. Select all that apply.			
	Didactic Lecture		Case presentations
	Panel discussions		Simulations
	Q&A sessions		Other (specify):

### Section 5 of 5: Additional Information

**Commercial Support**

Will this activity receive commercial support (financial or in-kind grants or donations) from a company such as a pharmaceutical, animal nutrition or medical device manufacturer?

Yes

No

**Advertising Planning**

Please describe your advertising needs: