

**Attachment 4**  
Information Collection Instrument,  
Training and Continuing Education Online Proposal

**TCEO Proposal**

2015

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# 1. Introduction

The purpose of this document is to list the data elements collected online through the Training and Continuing Education Proposal module. The TCEO Proposal module is a mechanism for course developers and CE consultants of the Centers for Disease Control and Prevention (CDC) to request and submit their course application processes.

The major pages of the TCEO Proposal are detailed in this document. The main screenshots of the TCEO Proposal pages, sections, or subsections are from a live course with a single session and all credit types selected. Following the screenshots in each section is a table that shows the status of the collection of data elements. Figure 1 illustrates the Welcome page, which details brief instructions that the system respondents need to be aware of prior to starting a course application.

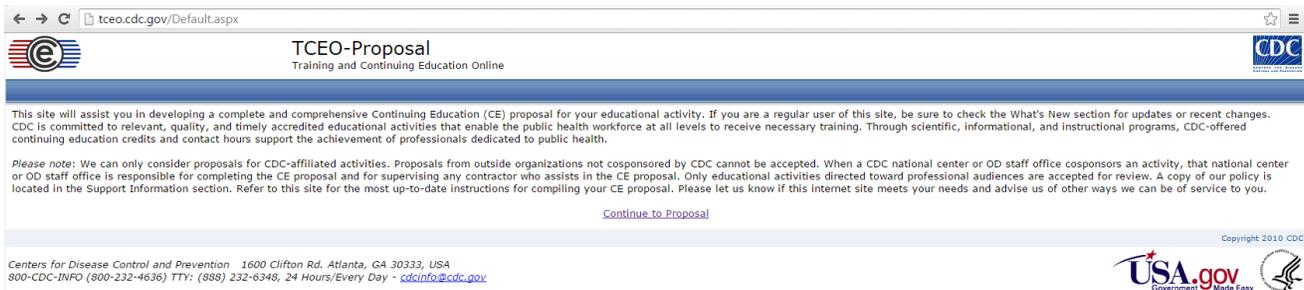


Figure 1 – Welcome page

# 2. Login Page

Participants enter the TCEO Proposal module by entering their email address and password on the Login page (Figure 2). Users accessing the TCEO Proposal module for the first time must register using the “Register now” link displayed on this page.

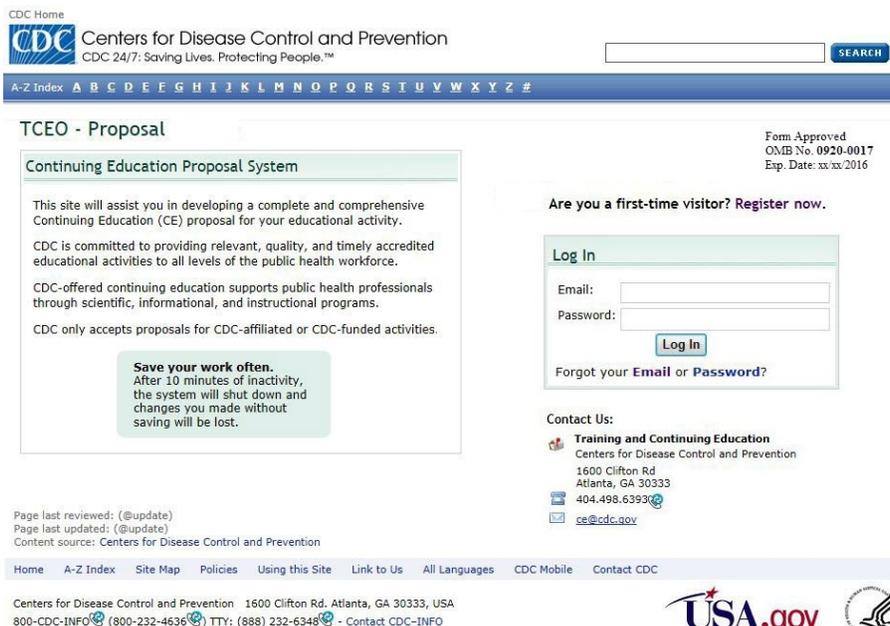


Figure 2a –Login page

Users also have access to the legal privacy act information and advisement, as well as the public burden information statements by clicking the applicable buttons located near the bottom of the Login page.

**TCEO - Proposal**

**Continuing Education Proposal System**

This site will assist you in developing a complete and comprehensive Continuing Education (CE) proposal for your educational activity.

CDC is committed to providing relevant, quality, and timely accredited educational activities to all levels of the public health workforce.

CDC-offered continuing education supports public health professionals through scientific, informational, and instructional programs.

CDC only accepts proposals for CDC-affiliated or CDC-funded activities.

**Save your work often.**  
After 10 minutes of inactivity, the system will shut down and changes you made without saving will be lost.

**Privacy Act Information and Advisement**

The Privacy Act applies to this information collection. The requested information is used to process your request for educational activities to receive continuing education accreditation. CDC will treat data/information in a secure manner and will not disclose, unless otherwise compelled by law or upon your written request. Continuing education accreditation can only be conferred when all requested information is submitted.

**Public Burden Information**

CDC estimates the average public reporting burden for this collection of information as 5 hours per response, including the time for reviewing instructions, searching existing data/information sources, gathering and maintaining the data/information needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments and regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Information Collection Review Office, 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (0920-0017).

Form Approved  
OMB No. 0920-0017  
Exp. Date: xxx/xx/2016

Are you a first-time visitor? [Register now.](#)

**Log In**

Email:

Password:

[Register](#)

Forgot your [Email](#) or [Password](#)?

**What would you like to do first?**

If you are a...	You may want to ...
<b>CE Requester</b>	Submit a new request for CE <a href="#">Request CE</a>
<b>Presenter</b>	Enter your biographical information. <a href="#">Complete Bio Forms</a>
<b>Content Expert</b>	Enter your biographical information. <a href="#">Complete Bio Forms</a>
<b>CE Planner</b>	Enter your credentials. <a href="#">Become a CE Planner</a>

**Contact Us:**

**Training and Continuing Education**  
Centers for Disease Control and Prevention  
1600 Clifton Rd  
Atlanta, GA 30333  
404.498.6393  
[ce@cdc.gov](mailto:ce@cdc.gov)

**Figure 2b – Login page with legal statements**

**Table 1 – Privacy Act and Public Burden Statements**

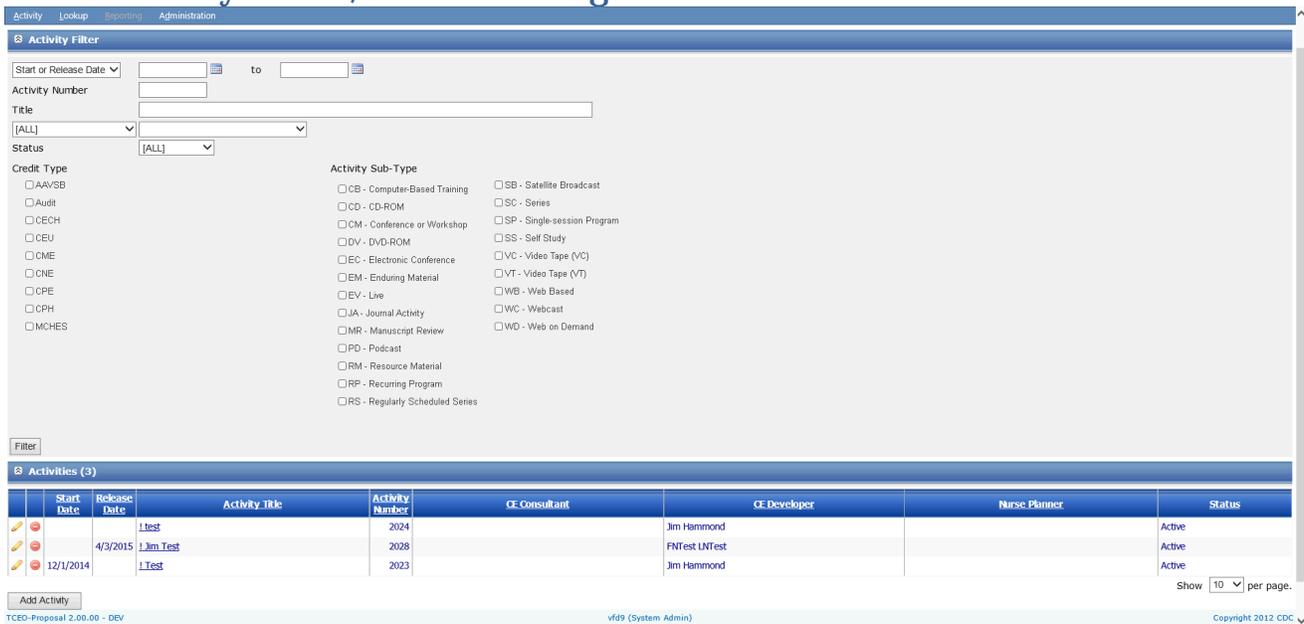
Privacy Act Information and Advisement	Public Burden Information
<p>The Privacy Act applies to this information collection. The requested information is used to process your request for educational activities to receive continuing education accreditation. CDC will treat data/information in a secure manner and will not disclose, unless otherwise compelled by law or upon your written request. Continuing education accreditation can only be conferred when all requested information is submitted.</p>	<p>CDC estimates the average public reporting burden for this collection of information as <b>5</b> hours per response, including the time for reviewing instructions, searching existing data/information sources, gathering and maintaining the data/information needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments and regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Information Collection Review Office, 1600 Clifton Road NE, MS D-74, Atlanta, Georgia</p>

30333; ATTN: PRA (0920-0017).

**Table 2 – Login Page Data Elements**

Column Label	Display property	Figure
Email	Text	2
Password	Text	2
What would you like to do first?		2

### 3. Activity Filter/Selection Page



**Figure 3 – Activity Filter/ Selection Page**

**Table 3- Activity Filter/ Selection Page Data Elements**

Column Label	Display property	Figure
Start Date	Numeric	3
Activity Number	Numeric	3
Title	Text	3
Role	<a href="#">Role Drop Down</a>	3
User Name	Auto populate / Drop Down	3
Status	<a href="#">Status Drop Down</a>	3
Credit Type	<a href="#">Multi Select- Credit Type</a>	3
Activity Sub-Type	<a href="#">Multi Select - Activity Subtype</a>	3

# 4. Application Status Page



**TCEO-Proposal**  
Training and Continuing Education Online



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Activity: ! Jim Test  
Activity Type: Enduring
Number: 2028  
Release Date: 4/3/2015

---

**Activity**

Activity Number:

Activity Title:

Activity Type:  Contact Source:

Goal Statement:

Activity Objectives:

Activity Description:

Directly Sponsored:

Activity Status:

Status Updated On: 9/11/2015  
Status Updated By: Hammond, Jim

	On	By
Updated	9/11/2015	Hammond, Jim
Created	4/2/2015	Hammond, Jim

Credit Type	Hours
CME	1.000
CNE	1.000
CEU	0.100
MCHES	1.000
CECH	1.000
CPE	0.100
AAVSB	1.200
Audit	0.000

---

**Activity Version (2)**

	Name	Accreditation Start Date	Accreditation End Date
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Renewal	4/2/2015	4/2/2015
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Original	4/1/2015	4/1/2015

Activity Version (2)

Figure 4a – Application Status Page: Activity

**Activity Version**

Version Name:

Accreditation Start Date:

Accreditation End Date:

**Credit Types**

- AAVSB
- Audit
- CECH
- CEU
- CME
- CNE
- CPE
- CPH
- MCHES

	On	By
Updated	4/27/2015	Hammond, Jim
Created	4/2/2015	Hammond, Jim

Credit Type	Hours
CME	1.000
CNE	1.000
CEU	0.100
MCHES	1.000
CECH	1.000
CPE	0.100
AAVSB	1.200
Audit	0.000

Figure 4b – Application Status Page: Activity Version

**Activity Instance (2) for Version: Original**

---

**Activity Instance**

Activity Sub-Type:

Activity Date:

UAN Number:

Location:

Address 1:

Address 2:

Address 3:

City, State, Postal Code:

Country:

	On	By
Updated	4/7/2015	Hammond, Jim
Created	4/2/2015	Hammond, Jim

Figure 4c – Application Status Page: Activity Instance

**Table 4 – Application Status Page Data Elements**

<b>Column Label</b>	<b>Display property</b>	<b>Figure</b>
Activity Number	Numeric	4a
Activity Title	Text	4a
Activity Type	Drop Down – Activity Type	4a
Contact Source	<a href="#">Drop Down – Contact Source</a>	4a
Goal Statement	Text	4a
Activity Objectives	Text	4a
Activity Description	Text	4a
Directly Sponsored	Yes/No	4a
Activity Status	<a href="#">Drop Down – Activity Status</a>	4a
Version Name	AutoPopulated	4b
Accreditation Start Date	Date/Time	4b
Accreditation End Date	Date/Time	4b
Credit Types	<a href="#">Multi-Select- Credit Types</a>	4b
Activity Sub-Type	<a href="#">Drop Down – Activity SubType</a>	4c
Activity Date	Date/Time	4c
UAN Number	Text	4c
Location	Text	4c
Address 1	Text	4c
Address 2	Text	4c
Address 3	Text	4c
City	Text	4c
State	Text or <a href="#">Drop Down State</a>	4c
Postal Code	Text	4c
Country	<a href="#">Drop Down - Country</a>	4c

# 5. Practice Gap Page

**Practice Gap**

<p><b>Practice Gap Addressing</b></p> <input type="checkbox"/> Knowledge (Competence) <input type="checkbox"/> Performance <input type="checkbox"/> Patient/Client outcome <p><b>Continuing Pharmacy Education</b></p> <input type="checkbox"/> Knowledge-based (Transmit Knowledge) <input type="checkbox"/> Application-based (Apply Information) <input type="checkbox"/> Practice-based (Instill knowledge, skills, attitudes) <p><b>Identify Educational Needs</b></p> <input type="checkbox"/> Formal needs assessment <input type="checkbox"/> Requests from health departments <input type="checkbox"/> Public health initiative needing education <input type="checkbox"/> Determination of planning committee <input type="checkbox"/> Evidence-based approaches to practice <input type="checkbox"/> Studies of performance of health-care professionals <input type="checkbox"/> Changes in practice recommendations, guidelines, or technology <input type="checkbox"/> Criteria specified in professional competencies <input type="checkbox"/> Summary of previous evaluations <input type="checkbox"/> Determination of planning committee <input type="checkbox"/> Evidence-based approaches to practice <input type="checkbox"/> Studies of performance of health-care professionals	<p><b>IOM Competencies</b></p> <input type="checkbox"/> Apply quality improvement <input type="checkbox"/> Apply team dynamics <input type="checkbox"/> Communicate in a responsive and responsible manner <input type="checkbox"/> Employ evidence-based practice <input type="checkbox"/> Interpersonal and Communication Skills <input type="checkbox"/> Knowledge of roles <input type="checkbox"/> Medical Knowledge <input type="checkbox"/> Mutual respect <input type="checkbox"/> Patient centered/community care <input type="checkbox"/> Practice-based Learning and Improvement <input type="checkbox"/> Professionalism <input type="checkbox"/> Provide patient-centered care <input type="checkbox"/> Systems-based Practice <input type="checkbox"/> Utilize informatics <input type="checkbox"/> Work in interdisciplinary teams	<p><b>Competencies</b></p> <input type="checkbox"/> Practice patient care / community centered care <input type="checkbox"/> Use medical knowledge <input type="checkbox"/> Use practice-based learning and improvement <input type="checkbox"/> Use interpersonal and communication skill <input type="checkbox"/> Interpersonal and Communication Skills <input type="checkbox"/> Demonstrate professionalism <input type="checkbox"/> Systems-based practice <input type="checkbox"/> Provide patient-centered/community centered care <input type="checkbox"/> Work in interdisciplinary teams <input type="checkbox"/> Employ evidence-based practice <input type="checkbox"/> Make continuous quality improvements <input type="checkbox"/> Utilize informatics <input type="checkbox"/> Work with individuals of other professions <input type="checkbox"/> Use the knowledge of one's own role and those of other professions <input type="checkbox"/> Communicate
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	On	By
Updated	9/14/2015	Hammond, Jim
Created	4/2/2015	Hammond, Jim

Figure 5 – Practice Gap

**Gap Description**

1) Identify the professional practice gap.

Figure 5a – Gap Description

**Performance Impact**

2) Identify the performance impact of this activity.

[Edit](#)

---

3) Provide documentation supporting your professional Practice gap

**Upload New Item**

	File	Description
No records to display.		

Figure 5b – Performance Impact & Supporting Documentation

**Table 5 – Practice Gap Page Data Elements**

Column Label	Display property	Figure
Practice Gap Address	<a href="#">Multi Select – Practice Gap</a>	5
Continuing Pharmacy Education	Multi Select – <a href="#">Continuing Pharmacy Education</a>	5
Identify Education Needs	Multi Select – <a href="#">Identify Education Needs</a>	5
IOM Competencies	Multi Select – <a href="#">IOM Competencies</a>	5
Competencies	Multi Select – <a href="#">Competencies</a>	5
Gap Description	Text Box	5a
Performance Impact	Text Box	5b
Supporting Documents	Document Upload	5b

## 6. Target Audience Page

**Target Audience**

On	By
Updated: 9/14/2015	Hammond, Jim
Created: 4/2/2015	Hammond, Jim

**Target Audience**

- Administrators
- CHES certified health educators
- Dentists
- DOs
- Epidemiologists
- Industrial Hygienists
- Laboratorians
- Licensed Practical/Vocational Nurses
- MDs
- Medical Assistants
- Nurse Practitioners
- Pharmacists
- Pharmacy Technicians
- Physician Assistants
- Program Managers
- Registered Nurses
- Veterinarians
- Other Health Educators
- Other

**Audience Identification Method**

- Previous Activities Identified Target Audience
- Formal Needs Assessment
- Stated in Practice Recommendations/Guidelines
- Expert Advisory Panel Determined
- Priority Audience Identified by CDC

**Prerequisite Skills and Knowledge**

Rich text editor toolbar: Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Font Size (Times New R... 12pt)

Save Cancel

Figure 6 – Target Audience Page

**Table 6 – Target Audience Page Data Elements**

Column Label	Display property	Figure
Target Audience	Multi Select - <a href="#">Target Audience</a>	6
Audience Identification Method	Multi Select - <a href="#">Audience Identification Method</a>	6
Prerequisite Skills and Knowledge	Text Box	6

## 7. Facility Page

Figure 7 – Facility Page

Table 7 – Facility Page Data Elements

Column Label	Display property	Figure
Facility in which the education takes place	Multi Select <a href="#">Facility in which the education takes place</a>	7
Appropriateness of Physical facilities	Multi Select - <a href="#">Appropriateness of physical facilities</a>	7
Prerequisite Skills and Knowledge	Text Box	7

## 8. Promo/Eval Page

Figure 8 – Promo / Eval Page

Table 8 - Promo / Eval Page Data Elements

Column Label	Display property	Figure
Promotion Methods	Multi Select - <a href="#">Promotion Methods</a>	8
Evaluation Categories	Multi Select - <a href="#">Evaluation Categories</a>	8
Learner Feedback Strategies	Multi Select - <a href="#">Learner Feedback Strategies</a>	8
Participant Evaluation Methods	Drop Down- <a href="#">Participant Evaluation Methods</a>	8

## 9. Timeline Page

The screenshot displays the 'Timeline Version (1)' page. At the top, there is a table with columns: Version, Issued, Accepted, and Reason. The first row shows '1', '4/2/2015', '4/2/2015', and 'New'. Below this is a 'New Timeline Version' button. The main form area includes fields for 'Version', 'Date Issued', and 'Date Accepted', along with a 'Reason' text box. A list of processes is shown below, each with a date picker: Planning Tool, Draft CE Proposal, CPE 30-day Out, Final CE Proposal, CME Review, and Contact TCEO Coordinator. At the bottom, there are 'Save' and 'Cancel' buttons. The footer contains 'TCEO-Proposal 2.00.00 - DEV', 'v499 (System Admin)', and 'Copyright 2012 CDC'.

**Figure 9 – Timeline Page**

**Table 9 – Timeline Page Data Elements**

Column Label	Display property	Figure
Version	Read only	9
Date Issued	Read only	9
Date Accepted	Read only	9
Reason	Text Box	9
Planning Tool	Date Field	9
Draft CE Proposal	Date Field	9
Final CE Proposal	Date Field	9
CME Review	Date Field	9
Contact TCEO Coordinator	Date Field	9

## 10. Summary Page

The screenshot shows the 'Summary (12)' page with a table listing sections and their update history. The table has columns: Section, Updated On, and Updated By. The rows include: Initial Request (9/14/2015 3:55:05 PM, Hammond, Jim), Timeline (4/2/2015 11:10:03 AM, Hammond, Jim), Practice Gap (8/3/2015 9:38:16 AM, Hammond, Jim), Target Audience (4/6/2015 3:14:13 PM, Hammond, Jim), Promo/Eval (8/3/2015 9:38:34 AM, Hammond, Jim), Objectives (8/3/2015 9:37:46 AM, Hammond, Jim), Planning Tool (8/20/2015 10:40:51 AM, Hammond, Jim), Co-Provider (8/14/2015 3:10:58 PM, Hammond, Jim), Budget (9/23/2015 1:28:14 PM, Hammond, Jim), Activity Testing (5/5/2015 1:53:44 PM, Hammond, Jim), Supporting Documents (4/2/2015 2:51:40 PM, Hammond, Jim), and Activity Notes (7/13/2015 3:04:44 PM, Hammond, Jim). The footer contains 'TCEO-Proposal 2.00.00 - DEV', 'v499 (System Admin)', and 'Copyright 2012 CDC'.

**Figure 10 – Summary Page**

**Table 10 – Summary Page Data Elements**

Column Label	Display property	Figure
Section	Read only	10
Updated on	Read only	10
Updated by	Read only	10

## 11. Objectives Page

Figure 11 – Objectives Page

Content Segments	Description	List Order
0	Objective 1	1

New Objective

Objective

Description

List Order

Save Cancel

Table 11 – Objectives Page Data Elements

Column Label	Display property	Figure
Description	Text Field	11
List Order	Numeric	11

## 12. Planning Tool Page

Figure 12 – Planning Tool Page

Name	Start Date	End Date	Duration	Presenters
1st instance of renewal content	4/3/2015	4/3/2015	60	

Segment (1) for Learning Session: 1st instance of renewal

New Content Segment

Content Segment

Title

Objectives  Objective 1

Content Addressing Objective

Presenter / Content Expert

Duration

Location

Save Cancel

Inst Strat CHES

- Feedback
  - Question and Answer
  - Knowledge Check
  - Automated Response System
  - Posttest Only
  - Pretest/Posttest
- Multimedia
- Exercises
- Discussion
- Self-Directed Learning
- Case Studies
- Link to Resources
- Presentation
- Self-assessment

On	By
Updated 8/20/2015	Hammond, Jim
Created 4/27/2015	Hammond, Jim

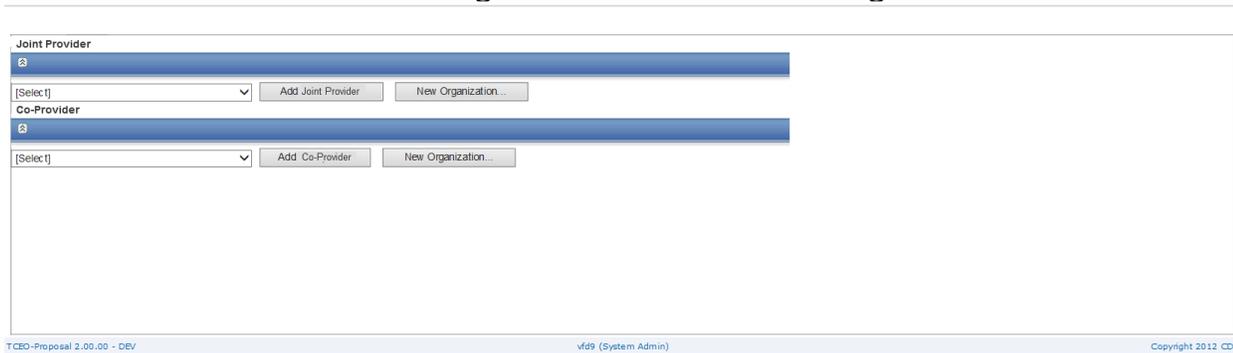
Credit Type	Hours
CME	1.000
CNE	1.000
CEU	0.100
MCHES	1.000
CECH	1.000
CPE	0.100
AAVSB	1.200
Audit	0.000

**Table 12 – Planning Tool Page Data Elements**

Column Label	Display property	Figure
Session Title	Text Field	12
Session Description	Text Field	12
Segment Title	Text	12
Objectives	Multi Select (list is generated from Objective screen)	12
Content Addressing Objective	Text Field	12
Presenter/Content Expert	Drop Down – List is generated from Personnel screen	12
Duration Start	Time and Date	12
Duration End	Time and Date	12
Duration	Numeric	12
Location	Text	12
Instructional Strategies	Multi Select – <a href="#">Instructional strategies</a>	12
CHES	Multi Select – <a href="#">CHES Competencies</a>	12

### 13. Credit Provider Page

**Figure 13 – Credit Provider Page**

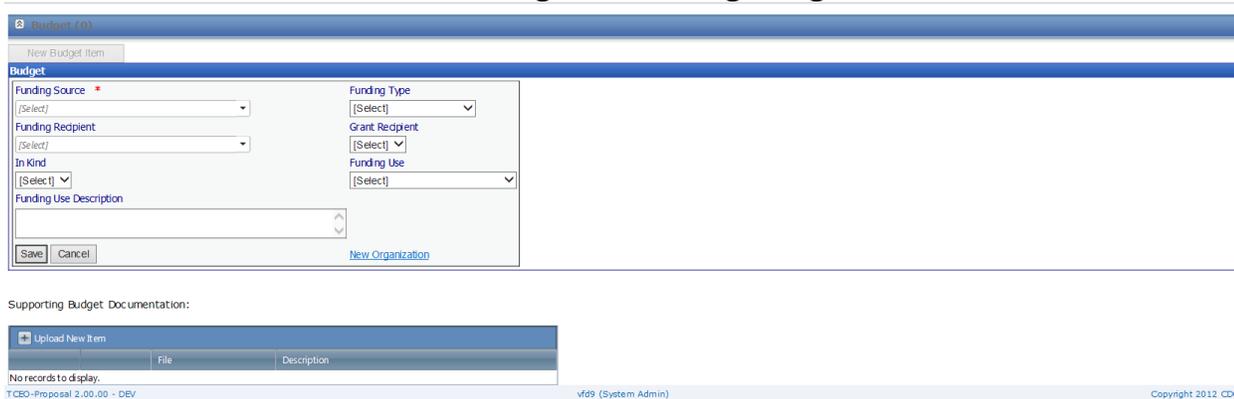


**Table 13 – Credit Provider Page Data Elements**

Column Label	Display property	Figure
Joint Provider	Drop Down – List of Organizations that have been added TCEO application	13
Co-Provider	Drop Down – List of Organizations that have been added TCEO application	13

# 14. Budget Page

**Figure 14 – Budget Page**



**Table 14 – Budget Page Data Elements**

Column Label	Display property	Figure
Funding Source	Drop Down – List of Organizations that have been added TCEO application	14
Funding Recipient	Drop Down – List of Organizations that have been added TCEO application	14
In Kind	Drop Down – Yes/No	14
Funding User Description	Text Box	14
Funding Type	Drop Down – <a href="#">Funding Types</a>	14
Grant Recipient	Drop Down – Yes / No	14
Funding User	Drop Down – <a href="#">Funding Use</a>	14
New Organization	Hyperlink	14
Upload New Item	Button	14
File	Browse and Select File	14
Description	Text Box	14

# 15. Pilot Test List Page

Figure 15 – Pilot Test List Page

**Included Pilot Testers Per Type**

Credit Type	Completed
CME	1

Available Pilot Testers (1)

Include	Type	Last Name	First Name	Phone Number	Duration	Email
<input checked="" type="checkbox"/>	CME	Akinsanya Beysolow	Iyabode	(404) 639-5251	60	ht5@cdc.gov

Show 10 per page.

New Pilot Test

**Pilot Test**

Which Pilot Tester: Akinsanya Beysolow, Iyabode

Pilot Test Date: 8/1/2015

Which Credit for this activity: CME Minutes to complete: 60

Profession

MD  DO  Dentist  Medical student  Physician assistant  Medical assistant

Question	Effective	Reason
Instructions	Yes	
Objectives	Yes	
Course Content	Yes	
Tables/Figures/Graphics	Yes	
Quiz/Exercise Questions	Yes	
Text/Exam	Yes	

Willing to participate in future pilot testing: Yes

Comments

Save Cancel

Updated: 8/3/2015 Hammond, Jim  
Created: 8/3/2015 Hammond, Jim

TCEO-Proposal 2.00.00 - DEV v69 (System Admin) Copyright 2012 CDC

Table 15 – Pilot Test List Page Data Elements

Column Label	Display property	Figure
Include	Checkbox	15
Which Pilot Tester	Drop Down - List of Pilot Testers that have been added TCEO application	15
Pilot Test Date	Date Field	15
Which Credit for this activity	Drop Down - <a href="#">Available Credit Types</a>	15
Minutes to complete	Numeric	15
Profession	Multi Select - <a href="#">Profession specific to selected Credit Type</a>	15
Instructions Effective	Drop Down - Yes/No	15
Objectives - Effective	Drop Down - Yes/No	15
Course Content - Effective	Drop Down - Yes/No	15
Tables/Figures/Graphics - Effective	Drop Down - Yes/No	15
Quiz/Exercise Questions - Effective	Drop Down - Yes/No	15
Text/Exam	Drop Down - Yes/No	15
Instructions - Reason	Text Box	15
Objectives - Reason	Text Box	15
Course Content - Reason	Text Box	15
Tables/Figures/Graphics - Reason	Text Box	15
Quiz/Exercise Questions - Reason	Text Box	15
Text/Exam - Reason	Text Box	15
Willing to participate in future pilot testing	Drop Down - Yes/No	15
Comments	Text Box	15

# 16. Pilot Test Summary Page

**Figure 16 – Pilot Test Summary Page**

Dates of Pilot Test: 8/1/2015 to 8/1/2015

Number of Pilot Testers by Credit Type: 1

**Completion time by credit type**

Pilot Tester	Completion Time	Credit Type
Tyebode Akirsanya Beysolow	60	CME

**Statistics by Credit Type**

Credit Type	Median	Mode	Average	Average-Outliers
CME	60.000	60.000	60.000	
All Types	60.000	60.000	60.000	

**Counts by Profession**

Profession	Profession Count
MD	1

**Activity Pilot Test**

Duration Method: [Select] v

Relevance of Activity:

Feedback Documentation:

Results Statement:

Other Details:

Feedback Incorporation:

Save Cancel

On	By
Updated: 8/3/2015	Hammond, Jim
Created: 8/3/2015	Hammond, Jim

TCBO-Preposal 2.00.00 - DEV

vfd9 (System Admin)

Copyright 2012 CDC

**Table 16 – Pilot Test Summary Page Data Elements**

Column Label	Display property	Figure
Duration Method	Drop Down List - <a href="#">Duration Method</a>	16
Relevance of Activity	Text Box	16
Feedback Documentation	Text Box	16
Results Statement	Text Box	16
Other Details	Text Box	16
Feedback Incorporation	Text Box	16

## 17. Activity Testing Page

**Figure 17 – Activity Testing Page**

Type	Scope	Learning Session	Content Segment	Name	Activity Version	Question Count
PostTest	Activity			Activity Post-Test	Original	1
PostTest	Activity			Activity Post-Test	Original	0

Test (2) Show 10 per page.

**Test**

Type: [Select] Scope: [Select]  
 Learning Session: [Select] Content Segment: [Select]

Name:   
 Description:

Activity Version: Original

Credit Type	Passing Score
CME	<input type="text"/>
CNE	<input type="text"/>
CEU	<input type="text"/>
MCHES	<input type="text"/>
CECH	<input type="text"/>
CPE	<input type="text"/>
AAVSB	<input type="text"/>
Audit	<input type="text"/>

Save Cancel

**Table 17 – Activity Testing Page Data Elements**

Column Label	Display property	Figure
Type	Drop Down List – <a href="#">Test Type</a>	17
Scope	Drop Down List – <a href="#">Scope</a>	17
Learning Session	Drop Down List – Activity's Sessions	17
Content Segment	Drop Down List – Activity's Segments	17
Name	Text Box	17
Activity Version	Drop Down List – Activity's Versions	17
Passing Score	Numeric Field for each selected Credit Type	17

## 18. Activity Testing Group Page

**Figure 18 – Activity Testing Group Page**

Header	Note	List Order
		1

Group (1) Show 10 per page.

**Question Group**

Base Question Group: [No Base Group]  
 List Order: 1  
 Header:   
 Note:   
 Graphic:  Select

Save Cancel

**Table 18 – Activity Testing Group Page Data Elements**

Column Label	Display property	Figure
List Order	Numeric	18
Header	Text Box	18
Note	Text Box	18
Note Position	Drop Down – Above/Below	18
Select Graphic	Button / Browse	18
Graphic Position	Drop Down List – Above / Below	18

## 19. Activity Testing Question Page

**Figure 19 – Activity Testing Question Page**

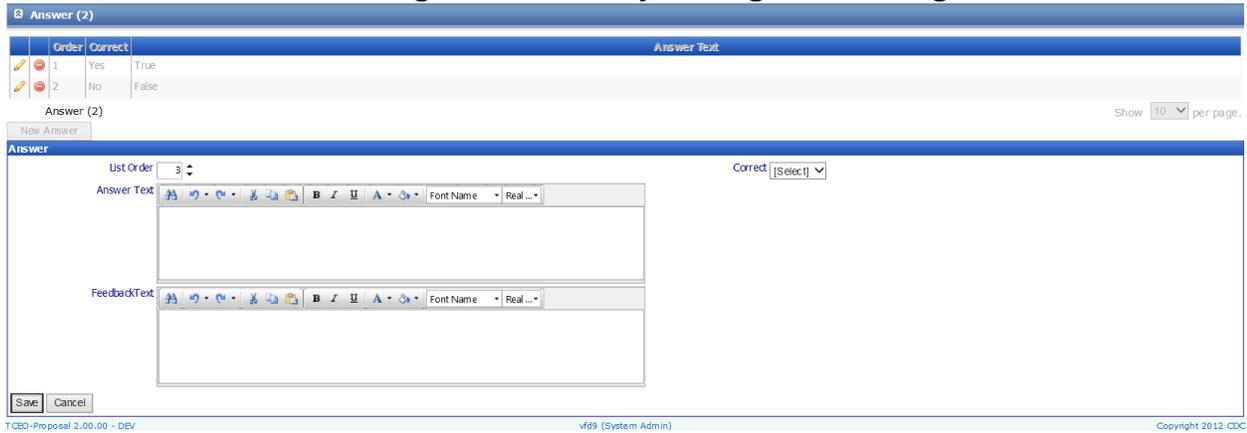
The screenshot displays the 'Question (1)' configuration page. At the top, a table lists the question's properties: Order (1), Question Text, Question Type (Multiple Choice (One Answer)), Answer Display (Vertical), and Factor (Per Nothing). Below this, the 'New Question' section contains several controls: a 'List Order' spinner set to 2, a 'Question Repeats' dropdown set to 'Per Nothing', a 'Question Type' dropdown set to 'Multiple Choice (One Answer)', and an 'Answer Display' dropdown set to 'Vertical'. There are also checkboxes for 'Is Answer Required' (checked) and 'Random Answers' (unchecked). The 'Question Text' and 'Note' fields are rich text editors with toolbars. The 'Graphic' section includes a 'Select' button and a dropdown menu set to 'Below Note'. At the bottom, there are 'Save' and 'Cancel' buttons.

**Table 19 – Activity Testing Question Page Data Elements**

Column Label	Display property	Figure
List Order	Numeric	19
Question Type	Drop Down – <a href="#">Question Type</a>	19
Question Display	Drop Down- Vertical / Horizontal / Drop Down List	19
Random Answers	Checkbox	19
Question Repeats	Drop Down List – Per Nothing / Per Objective / Per Presenter	19
Answer Required	Checkbox	19
Question Text	Text Box	19
Note	Text Box	19
Note Position	Drop Down – Above / Below	19
Graphic Select	Button / Browse	19
Graphic Position	Drop Down – Above / Below	19

## 20. Activity Testing Answers Page

**Figure 20 – Activity Testing Answers Page**



**Table 20 – Activity Testing Answers Page Data Elements**

Column Label	Display property	Figure
List Order	Numeric	20
Correct	Drop Down –Yes/No	20
Answer Text	Text Box	20
Feedback Text	Text Box	20

## 21. Supporting Documents Page

**Figure 21 – Supporting Documents Page**



**Table 21 – Supporting Documents Page Data Elements**

Column Label	Display property	Figure
Select File	Button / Select	21
Upload Type	Drop Down List – <a href="#">Document Type</a>	21
Description	Text	21

## 22. Activity Notes Page

**Figure 22 – Activity Notes Page**

The screenshot shows a web interface for 'Activity Notes (1)'. At the top, there is a table with the following data:

Note	Created On	Created By
asdsadsad	7/13/2015 3:04:44 PM	Hammond, Jim

Below the table, there is a 'New Note' section with a large text box for entering a note. At the bottom left of this section are 'Save' and 'Cancel' buttons. The footer of the page includes 'TCBO-Proposal 2.00.00 - DEV', 'vfd9 (System Admin)', and 'Copyright 2012 CDC'.

**Table 22 – Activity Notes Page Data Elements**

Column Label	Display property	Figure
Notes	Text Box	22

## 23. Non-CDC User Page

**Figure 23 – Non-CDC User Page**

**NOTE:** Only Non-CDC Personnel may be added, modified or deleted on this page.

The screenshot shows a web interface for 'Person - (Non-CDC Personnel)'. The form includes the following fields and options:

- Prefix:
- Name (Last, First, Middle):
- Suffix:
- Login ID/Email Address:
- CDC Active:  (dropdown)
- Phone Type: Radio buttons for Work Phone and Cell Phone.
- Primary: Radio buttons for Work Phone and Cell Phone.
- Country: Dropdown menu with 'United States' selected.
- Phone Number:
- Extension:
- Add as:  as
- Buttons: 'Save' and 'Cancel'.

**Table 23 – Non-CDC User Page Data Elements**

Column Label	Display property	Figure
Prefix	Text Box	23
Last Name	Text Box	23
First Name	Text Box	23
Middle Name	Text Box	23
Suffix	Text Box	23
Login id / email Address	Text Box	23
Primary Work Phone	Radio Button	23
Work Phone Country	Drop Down - <a href="#">Country</a>	23
Work Phone - Phone Number	Numeric	23
Work Phone - Phone Number Extension	Numeric	23
Cell Phone - Primary	Radio Button	23
Cell Phone - Country	Drop Down - <a href="#">Country</a>	23
Add as Role	Drop Down - Activity Role / System Role	23
Role	Drop Down - <a href="#">Role</a>	23

## 24. Biography Page

**Figure 24 – Biography Page**

Last Name  First Name   
 CDC Organization   
 Primary Address   
 City  State  Zip   
 Country

**Biography (1)**  
 Submitted On: 6/1/2015 Relevant Experience:  Resume:   
 Biography (1) Show 10 per page.

New Biography

**Biography**  
 Job Title:   
 Relevant Experience:   
 Date Submitted:    
 Upload a Resume:    
 Approved/Rejected:    
 By:   
 On:   
 Reason:

**Table 24 – Biography Page Data Elements**

Column Label	Display property	Figure
Job Title	Text Box	24
Relevant Experience	Text Box	24
Date Submitted	Date field	24
Resume Select	Button / Browse	24
Approved/Rejected	Drop Down – Approved / Rejected	24
Reason	Text Box	24

## 25. Biography Degree Page

**Figure 25 – Biography Degree Page**

The screenshot shows a web application interface for managing degrees. At the top, there is a table titled "Degree (1)" with columns: Graduated On, Degree, Major, School, City, State, and Country. Below the table, there is a "New Degree" section with a form containing the following fields: Degree (a dropdown menu), Major (text box), School (text box), City (text box), Country (a dropdown menu), Graduated On Year: (yyy) (text box), and State (text box). At the bottom left of the form are "Save" and "Cancel" buttons. The footer of the page includes "FCDO-Proposal 2.00.00 - DEV", "vfd9 (System Admin)", and "Copyright 2012 CDC".

**Table 25 – Biography Degree Page Data Elements**

Column Label	Display property	Figure
Degree	Drop Down - <a href="#">Degree</a>	25
Major	Text Box	25
School	Text Box	25
City	Button / Browse	25
Country	Drop Down - <a href="#">Country</a>	25
State	Drop Down - <a href="#">State</a>	25
Graduation Year	Date Field	25

## 26. Disclosure Page

**Figure 26 – Disclosure Page**

Activity Type: Enduring Release Date: 4/3/2015

Last Name: Hammond First Name: Jim  
 CDC Organization: N/A  
 Primary Address: [Redacted]  
 City: [Redacted] State: [Redacted] Zip: [Redacted]  
 Country: [Redacted]

**Disclosure (1)**

Disclosed On	Disclosure Summary	Disclosure Form
1/1/2001	asdfd	

Disclosure (1) Show 10 per page.

New Disclosure

**Disclosure**

Disclosed On: 1/1/2001

On: 4/7/2015 By: Hammond, Jim  
 Updated: 4/7/2015  
 Created: 4/7/2015

Disclosure Form:

Do you have a Financial Disclosure/Relationship?  
 Yes

Mechanism for Resolve: Discussion

Will your presentation(s), or the content you contributed include any discussion of unlabeled use of commercial products or products for investigational use?  
 Yes

Unlabeled Use Explanation:  
 Unlabeled user explanation

Disclosure Summary: asdfd

Developer: [Select]  
 Consultant: [Select]

Approved/Rejected: [Select]  
 By: [Select]  
 On: [Select]  
 Reason: [Select]

Edit Delete

**Table 26 – Disclosure Page Data Elements**

Column Label	Display property	Figure
Disclosed on	Date Field	26
Financial Relationship	Drop Down – Yes/No	26
Mechanism to Resolve	Drop Down – Discussion / Review /Planning Committee Review	26
Unlabeled Use	Drop Down – Yes/ No	26
Disclosure	Button / Browse	26
Disclosure Summary	Text Box	26
Approved/Rejected	Drop Down – Approved / Rejected	26
Reason	Text Box	26

## 27. Organization Page

**Figure 27 – Organization Page**

**Table 27 – Organization Page Data Elements**

Column Label	Display property	Figure
Name	Text Box	27
Parent Organization	Drop Down - Organizations previously entered	27
Organization Type	Drop Down - <a href="#">Organization Types</a>	27
Approved	Drop Down - Yes/ No	27
Reason	Text Box	27