

Attachment 3
Information Collection Instrument,
Continuing Education (CE) Proposal

CE Proposal

2025

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1. Introduction

The purpose of this document is to list the data elements collected online through the Continuing Education Online Proposal. The CE Proposal is a mechanism for course developers and CE consultants of the Centers for Disease Control and Prevention (CDC) to request and submit their educational activities for accreditation review and approval.

The major pages, sections, and subsections of the CE Proposal are detailed in this document. Following the screenshots for each section is a table that shows the display properties of the collection of data elements.

2. Login Page

Participants access the CE Proposal by entering their username and password on the Login page (Figure 2). Those users accessing CE Proposal for the first time must register using the “Create Account” link displayed on this page.

The legal statements regarding CDC’s privacy act information and advisement and public burden information are clearly displayed near the bottom of the Login page.

Figure 2 – Login page with legal statements

CDC Centers for Disease Control and Prevention
Your Online Source for Credible Health Information

Form Approved
OMB No. 0920-0017
Expiration Date: 09/30/2025

Continuing Education (CE) Proposal Module

USERNAME PASSWORD **Submit**
[Create Account](#) | [Forgot Password?](#)

This site will assist you in developing a complete and comprehensive Continuing Education (CE) proposal for your educational activity. If you are a regular user of this site, be sure to check the What's New section for updates or recent changes.
CDC is committed to relevant, quality, and timely accredited educational activities that enable the public health workforce at all levels to receive necessary training. Through scientific, informational, and instructional programs, CDC-offered continuing education credits and contact hours support the achievement of professionals dedicated to public health.

Centers for Disease Control and Prevention 1600 Clifton Rd. Atlanta, GA 30333, USA
(800) CDC-INFO (800-232-4636) TTY: (888) 232-6348, 24 Hours/Every Day - cdcinfo@cdc.gov

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Government of the United States

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 suggestions 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).

Table 2 – Login Page Data Elements

Column Label	Display property	Figure
Username	Text	2
Password	Text	2
Create Account / Forgot Password	Links	2

3. Activity Filter/Selection Page

Figure 3 – Activity Filter/ Selection Page

Activity Filter

Start or Release Date: [] to []

Activity Number: []

Title: []

Status: [ALL]

Credit Type

- ☐ AA/VS
- ☐ Audit
- ☐ CECH
- ☐ CEU
- ☐ CME
- ☐ CNE
- ☐ CPE
- ☐ CPH
- ☐ MCHES

Activity Sub-Type

- ☐ CB - Computer-Based Training
- ☐ CD - CD-ROM
- ☐ CM - Conference or Workshop
- ☐ DV - DVD-ROM
- ☐ EC - Electronic Conference
- ☐ EM - Enduring Material
- ☐ EV - Live
- ☐ JA - Journal Activity
- ☐ MR - Manuscript Review
- ☐ PD - Podcast
- ☐ RM - Resource Material
- ☐ RP - Recurring Program
- ☐ RS - Regularly Scheduled Series
- ☐ SB - Satellite Broadcast
- ☐ SC - Series
- ☐ SP - Single-session Program
- ☐ SS - Self Study
- ☐ VC - Video Tape (VC)
- ☐ VT - Video Tape (VT)
- ☐ WB - Web Based
- ☐ WC - Webcast
- ☐ WD - Web on Demand

Activities (3)

	Start Date	Release Date	Activity Title	Activity Number	CE Consultant	CE Developer	Nurse Planner	Status
			Test	2024		Jim Hammond		Active
	4/3/2015		Jim Test	2028		FNTest UNTest		Active
	12/1/2014		Test	2023		Jim Hammond		Active

Show 10 per 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	Role Drop Down	3
User Name	Auto populate / Drop Down	3
Status	Status Drop Down	3
Credit Type	Multi Select- Credit Type	3
Activity Sub-Type	Multi Select – Activity Subtype	3

4. Application Status Page

Figure 4a – Application Status Page: Activity

Activity

Lookup

Reporting

Administration

Activity: ! Jim Test

Activity Type: Enduring

Number: 2028

Release Date: 4/3/2015

Activity

Activity Number: 2028

Activity Title: ! Jim Test

Activity Type: Enduring

Contact Source: Mergener

Goal Statement: Goal Statement

Activity Objectives: The objective is to test.

Activity Description: An extended description of the activity.

Directly Sponsored: No

Activity Status: Active

Status Updated On: 9/11/2015

Status Updated By: Hammond, Jim

Edit

Delete

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

Renewal

Original

4/2/2015

4/2/2015

4/1/2015

4/1/2015

Activity Version (2)

New Activity Version

Figure 4b – Application Status Page: Activity Version

Activity Version

Version Name: Original

Accreditation Start Date: 4/1/2015

Accreditation End Date: 4/1/2015

Credit Types

☒ AAVSB

☒ Audit

☒ CECH

☒ CEU

☒ CME

☒ CNE

☒ CPE

☐ CPH

☒ MCHES

Edit

Delete

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

Activity Instance (2) for Version: Original

New Activity Instance

Activity Instance

Activity Sub-Type: Single-session Program

Activity Date: 4/1/2015

UAN Number:

Location: Location

Address 1: 1

Address 2:

Address 3:

City, State, Postal Code: 1

Country: Afghanistan

ASASFDASFDASDSFAR

30000

Edit

Delete

On

By

Updated: 4/7/2015

Hammond, Jim

Created: 4/2/2015

Hammond, Jim

Table 4 – Application Status Page Data Elements

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

5. Practice Gap Page

Figure 5 – Practice Gap

Practice Gap

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

Practice Gap Addressing

- ☐ Knowledge (Competence)
- ☐ Performance
- ☐ Patient/Client outcome

Continuing Pharmacy Education

- ☐ Knowledge-based (Transmit Knowledge)
- ☐ Application-based (Apply Information)
- ☐ Practice-based (Instill knowledge, skills, attitudes)

Identify Educational Needs

- ☐ Formal needs assessment
- ☐ Requests from health departments
- ☐ Public health initiative needing education
- ☐ Determination of planning committee
- ☐ Evidence-based approaches to practice
- ☐ Studies of performance of health-care professionals
- ☐ Changes in practice recommendations, guidelines, or technology
- ☐ Criteria specified in professional competencies
- ☐ Summary of previous evaluations
- ☐ Determination of planning committee
- ☐ Evidence-based approaches to practice
- ☐ Studies of performance of health-care professionals

IOM Competencies

- ☐ Apply quality improvement
- ☐ Apply team dynamics
- ☐ Communicate in a responsive and responsible manner
- ☐ Employ evidence-based practice
- ☐ Interpersonal and Communication Skills
- ☐ Knowledge of roles
- ☐ Medical Knowledge
- ☐ Mutual respect
- ☐ Patient centered/community care
- ☐ Practice-based Learning and Improvement
- ☐ Professionalism
- ☐ Provide patient-centered care
- ☐ Systems-based Practice
- ☐ Utilize informatics
- ☐ Work in interdisciplinary teams

Competencies

- ☐ Practice patient care / community centered care
- ☐ Use medical knowledge
- ☐ Use practice-based learning and improvement
- ☐ Use interpersonal and communication skill
- ☐ Interpersonal and Communication Skills
- ☐ Demonstrate professionalism
- ☐ Systems-based practice
- ☐ Provide patient-centered/community centered care
- ☐ Work in interdisciplinary teams
- ☐ Employ evidence-based practice
- ☐ Make continuous quality improvements
- ☐ Utilize informatics
- ☐ Work with individuals of other professions
- ☐ Use the knowledge of one's own role and those of other professions
- ☐ Communicate

Figure 5a – Gap Description

Gap Description

1) Identify the professional practice gap.

Font Name: Real ...

Figure 5b – Performance Impact & Supporting Documentation

Performance Impact

2) Identify the performance impact of this activity.

Font Name: Real ...

Supporting Documents

3) Provide documentation supporting your professional Practice gap

Upload New Item

File	Description
No records to display.	

Table 5 – Practice Gap Page Data Elements

Column Label	Display property	Figure
Practice Gap Address	Multi Select – Practice Gap	5
Continuing Pharmacy Education	Multi Select – Continuing Pharmacy Education	5
Identify Education Needs	Multi Select - Identify Education Needs	5
IOM Competencies	Multi Select – IOM Competencies	5
Competencies	Multi Select - Competencies	5
Gap Description	Text Box	5a
Performance Impact	Text Box	5b
Supporting Documents	Document Upload	5b

6. Target Audience Page

Figure 6 – Target Audience Page

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

Times New R...

12pt

Design

HTML

Preview

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

Save

Cancel

Table 6 – Target Audience Page Data Elements

Column Label	Display property	Figure
Target Audience	Multi Select - Target Audience	6
Audience Identification Method	Multi Select – Audience Identification Method	6
Prerequisite Skills and Knowledge	Text Box	6

7. Facility Page

Figure 7 – Facility Page

Facility

Location: location

Specify the facilities in which educational activity will take place:

☐ Classroom

☐ Auditorium

☐ Hotel

☐ Lecture Hall

☐ Home or Office

☐ Laboratory

Specify the appropriateness of the physical facilities for this educational activity:

☐ Appropriate for teaching strategies used

☐ Provides accessibility for all participants

☐ Provides environmental comfort of the participants

☐ Special accommodations: (If YES, specify below.)

Describe any unique features of the facility that must be made known to participants:

Save

Cancel

On

By

Updated

4/27/2015

Hammond, Jim

Created

4/27/2015

Hammond, Jim

Table 7 – Facility Page Data Elements

Column Label	Display property	Figure
Facility in which the education takes place	Multi Select Facility in which the education takes place	7
Appropriateness of Physical facilities	Multi Select – Appropriateness of physical facilities	7
Prerequisite Skills and Knowledge	Text Box	7

8. Promo/Eval Page

Figure 8 – Promo / Eval Page

Promo/Eval

Promotion Methods
☐ CDC announcement
 ☐ E-mail
 ☐ Promotional flyer
 ☐ Save-the-date announcement
 ☐ Direct mail
 ☐ Professional publication

Evaluation Category
☐ Learner satisfaction
 ☐ Knowledge enhancement
 ☐ Maintain competency
 ☐ Increase skill
 ☐ Change attitude
 ☐ Change in performance or practice

Learner Feedback Strategies
☐ Discussion
 ☐ Knowledge checks
 ☐ Posttest
 ☐ Pretest/posttest
 ☐ Q&A
 ☐ Other

Participant Evaluation Methods
 Online - using TCEO ▼

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

Supporting Documents:

Upload New Item	Upload Type	File	Description
	Promotional URL	national hockey rankings.xlsx	Link to description

Table 8 - Promo / Eval Page Data Elements

Column Label	Display property	Figure
Promotion Methods	Multi Select – Promotion Methods	8
Evaluation Categories	Multi Select – Evaluation Categories	8
Learner Feedback Strategies	Multi Select – Learner Feedback Strategies	8
Participant Evaluation Methods	Drop Down- Participant Evaluation Methods	8

9. Timeline Page

Figure 9 – Timeline Page

Timeline Version (1)

Version	Issued	Accepted	Reason
1	4/2/2015	4/2/2015	New

Timeline Version (1) Show 10 per page.

New Timeline Version

Timeline Version

Version Date Issued Date Accepted

Reason

Process	Due Date
Planning Tool	<input type="text"/>
Draft CE Proposal	<input type="text"/>
CPE 30-day Out	<input type="text"/>
Final CE Proposal	<input type="text"/>
CME Review	<input type="text"/>
Contact CEO Coordinator	<input type="text"/>

Save Cancel

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 CE Coordinator	Date Field	9

10. Summary Page

Figure 10 – Summary Page

Summary (12)		
Section	Updated On	Updated By
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
Activity Notes	7/13/2015 3:04:44 PM	Hammond, Jim

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

The screenshot displays the 'Objectives Page' interface. At the top, there is a header bar labeled 'Objective (1)'. Below this is a table with two columns: 'Content Segments' and 'List Order'. The table contains one row with the value '0' in the 'Content Segments' column and '1' in the 'List Order' column. Below the table, there is a 'New Objective' button. Below the button, there is a form with a 'Description' label and a text input field. Below the text input field, there is a 'List Order' label and a numeric input field. At the bottom of the form, there are 'Save' and 'Cancel' buttons.

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

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

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

Show 10 per page.

New Content Segment

Content Segment

Title

Objectives

Content Addressing Objective

Presenter / Content Expert

Duration

Location

Inst Strat

CHES

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

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

Save Cancel

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 – Instructional strategies	12
CHES	Multi Select – CHES Competencies	12

13. Credit Provider Page

Figure 13 – Credit Provider Page

The screenshot displays a web interface for managing credit providers. It is divided into two main sections: "Joint Provider" and "Co-Provider". Each section features a blue header bar with a small icon. Below the header, there is a dropdown menu with "[Select]" as the current selection. To the right of the dropdown are two buttons: "Add Joint Provider" and "New Organization..." for the Joint Provider section, and "Add Co-Provider" and "New Organization..." for the Co-Provider section. The background of the page is white, and the overall layout is clean and professional.

Table 13 – Credit Provider Page Data Elements

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

14. Budget Page

Figure 14 – Budget Page

The screenshot displays the 'Budget (0)' page. At the top, there is a 'New Budget Item' button. Below it is a 'Budget' section containing a form with the following fields:

- Funding Source:** A dropdown menu with '[Select]' as the current value.
- Funding Recipient:** A dropdown menu with '[Select]' as the current value.
- In Kind:** A dropdown menu with '[Select]' as the current value.
- Funding Use Description:** A text input field.
- Funding Type:** A dropdown menu with '[Select]' as the current value.
- Grant Recipient:** A dropdown menu with '[Select]' as the current value.
- Funding Use:** A dropdown menu with '[Select]' as the current value.

At the bottom of the form are 'Save' and 'Cancel' buttons, and a 'New Organization' link. Below the form is a section titled 'Supporting Budget Documentation:' which contains a table with the following structure:

Upload New Item	File	Description
No records to display.		

The footer of the page includes the text 'TCBO-Proposal 2.00.00 - DEV', 'vfd9 (System Admin)', and 'Copyright 2012 CDC'.

Table 14 – Budget Page Data Elements

Column Label	Display property	Figure
Funding Source	Drop Down – List of Organizations that have been added CE application	14
Funding Recipient	Drop Down – List of Organizations that have been added CE application	14
In Kind	Drop Down – Yes/No	14
Funding User Description	Text Box	14
Funding Type	Drop Down – Funding Types	14
Grant Recipient	Drop Down – Yes / No	14
Funding User	Drop Down – Funding Use	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	lyabode	(404) 639-525	60	lyabode@cdc.gov

Show 10 per page.

New Pilot Test

Pilot Test

Which Pilot Tester: Akinsanya Beysolow, lyabode

Pilot Test Date: 8/3/2015

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

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

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 CE application	15
Pilot Test Date	Date Field	15
Which Credit for this activity	Drop Down – Available Credit Types	15
Minutes to complete	Numeric	15
Profession	Multi Select – Profession specific to selected Credit Type	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

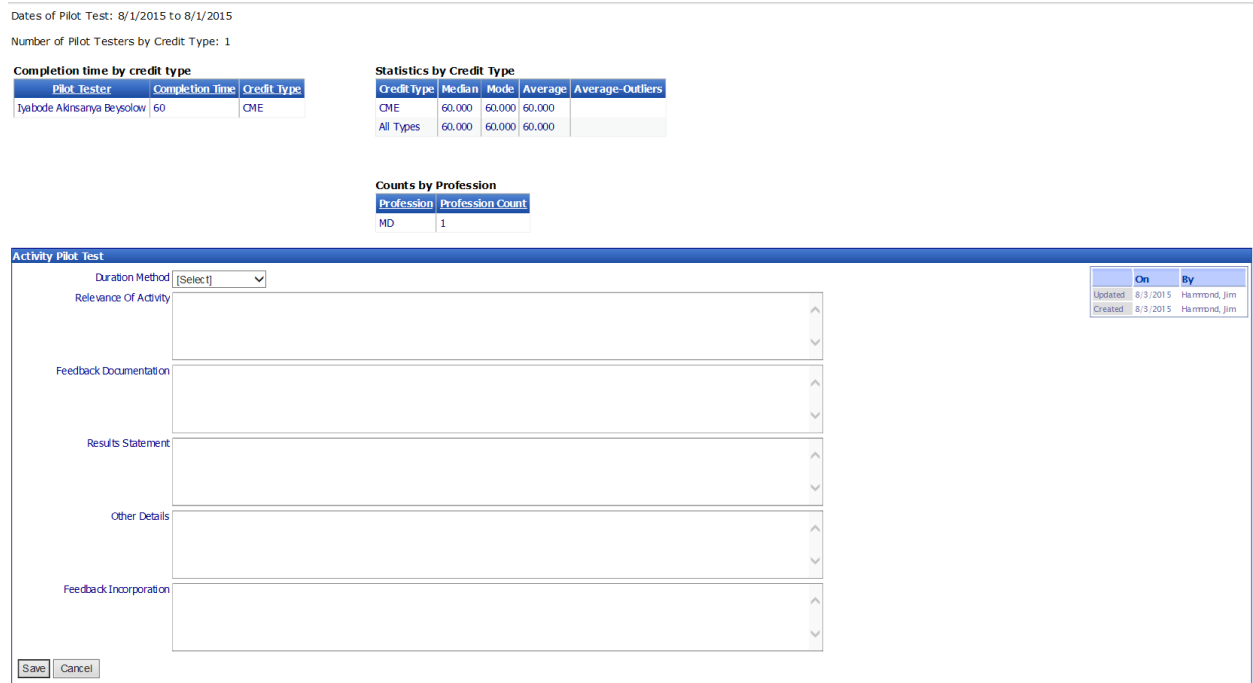


Table 16 – Pilot Test Summary Page Data Elements

Column Label	Display property	Figure
Duration Method	Drop Down List – Duration Method	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.

New Test

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"/>
CEH	<input type="text"/>
CPE	<input type="text"/>
AAVSB	<input type="text"/>
Audit	<input type="text"/>

Save Cancel

On By
 Updated 5/5/2015 Hammond, Jim
 Created 5/5/2015 Hammond, Jim

Table 17 – Activity Testing Page Data Elements

Column Label	Display property	Figure
Type	Drop Down List – Test Type	17
Scope	Drop Down List – Scope	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

Group (1)

Header	Note	List Order
		1

Group (1) Show 10 per page.

New Group

Question Group

Base Question Group: (No Base Group)

List Order: 1

Header:

Note:

Graphic: Select

Save Cancel

	On	By
Updated	5/5/2015	Hammond, Jim
Created	5/5/2015	Hammond, Jim

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

Question (1)

Order	Question Text	Question Type	Answer Display	Factor
1	Question text	Multiple Choice (One Answer)	Vertical	Per Nothing

Question (1) Show 10 per page.

New Question

Question

List Order: 2

Question Repeats: Per Nothing

Question Type: Multiple Choice (One Answer)

Answer Display: Vertical

☒ Is Answer Required

☐ Random Answers

Question Text

Note

Above Question

Graphic

Below Note

Select

Save Cancel

Table 19 – Activity Testing Question Page Data Elements

Column Label	Display property	Figure
List Order	Numeric	19
Question Type	Drop Down – Question Type	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

The screenshot shows a web interface for managing test answers. At the top, there's a header 'Answer (2)'. Below it is a table with columns 'Order' and 'Correct'. The table has two rows: the first row has '1' in the 'Order' column and 'Yes' in the 'Correct' column; the second row has '2' in the 'Order' column and 'No' in the 'Correct' column. Below the table, there's a 'New Answer' button. The main area is titled 'Answer' and contains two text input fields: 'Answer Text' and 'FeedbackText'. Each field has a rich text editor toolbar with options for bold, italic, underline, link, unlink, font name, and font size. To the right of the 'Answer Text' field, there's a 'List Order' dropdown menu set to '3' and a 'Correct' dropdown menu set to 'Select'. At the bottom left, there are 'Save' and 'Cancel' buttons. At the bottom right, there's a 'Show' button and a 'per page.' label.

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

The screenshot shows a web interface for uploading new items. The main form is titled 'Upload New Item'. It has three main sections: 'File', 'Upload Type', and 'Description'. The 'File' section has a text input field and a 'Select' button. The 'Upload Type' section has a dropdown menu. The 'Description' section has a text area. At the bottom of the form, there are 'Insert' and 'Cancel' buttons. Below the form, there's a status bar with the text 'No records to display.' and 'TCDO-Proposal 2.00.00 - DEV'. On the right side of the status bar, it says 'vfd9 (System Admin)' and 'Copyright 2012 CDC'.

Table 21 – Supporting Documents Page Data Elements

Column Label	Display property	Figure
Select File	Button / Select	21
Upload Type	Drop Down List – Document Type	21
Description	Text	21

22. Activity Notes Page

Figure 22 – Activity Notes Page

The screenshot displays the 'Activity Notes' interface. At the top, a blue header bar contains the text 'Activity Notes (1)'. Below this is a table with three columns: 'Note', 'Created On', and 'Created By'. The table contains one row with the note 'asdsadsad', the date '7/13/2015 3:04:44 PM', and the user 'Hammond, Jim'. To the right of the table, there is a 'Show' dropdown menu set to '10' and the text 'per page.'. Below the table, there is a 'New Note' button. The main area of the page is a large text box labeled 'Note' with a vertical scrollbar. At the bottom left of this area are 'Save' and 'Cancel' buttons. The footer of the page contains the text '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.

Person - (Non-CDC Personnel)

Prefix

Name (Last, First, Middle)

Suffix

Login ID/Email Address

CDC Active

Phone Type	Primary	Country	Phone Number	Extension
Work Phone	<input type="radio"/>	United States	1+ () -	
Cell Phone	<input type="radio"/>	United States	1+ () -	

Add as as

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 - Country	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 - Country	23
Add as Role	Drop Down – Activity Role / System Role	23
Role	Drop Down – Role	23

24. Biography Page

Figure 24 – Biography Page

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

Biography (1)

Submitted On	Relevant Experience	Resume
6/1/2015	Relevant Experience	

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

Degree (1)

Graduated On	Degree	Major	School	City	State	Country
2015	AA	Major	School	City		

Degree (1) Show 10 per page.

Degree

Degree: [Select] Graduated On Year: (yyy) []

Major: []

School: []

City: []

Country: [Select] State: []

[Save] [Cancel]

Table 25 – Biography Degree Page Data Elements

Column Label	Display property	Figure
Degree	Drop Down - Degree	25
Major	Text Box	25
School	Text Box	25
City	Button / Browse	25
Country	Drop Down – Country	25
State	Drop Down - State	25
Graduation Year	Date Field	25

26. Disclosure Page

Figure 26 – Disclosure Page

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

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

Disclosure (1)

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

Disclosure (1) Show 10 per page.

[New Disclosure](#)

Disclosure

Disclosed On:

Disclosure Form:

Do you have a Financial Disclosure/Relationship?

Mechanism for Resolve:

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

Unlabeled Use Explanation:

Disclosure Summary:

Developer:
 Consultant:

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

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

New Organization

Organization

Name

Parent Organization

Organization Type

Approved

App/Reg By

App/Reg On

App/Reg Reason

Save Cancel

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 – Organization Types	27
Approved	Drop Down – Yes/ No	27
Reason	Text Box	27