

## CPD Workflow Policy

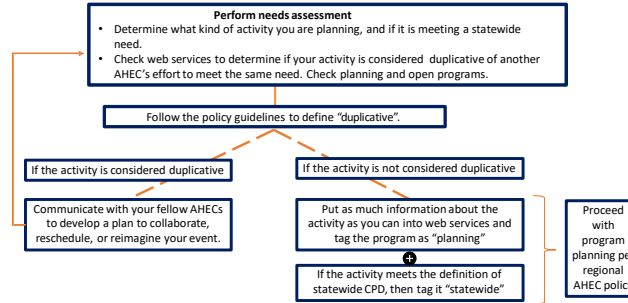
**GOAL:** Cohesive, coordinated statewide CPD program that utilizes resources responsibly.

CPD that was planned from the beginning to meet a statewide need may be marketed statewide if the workflow guidelines outlined here are followed.

Regional AHEC CPD activities *may not* be marketed to learners in other regions; however, regional AHEC CPD activities that are recurring or repeated *may* be marketed to past participants of that particular program, regardless of region.

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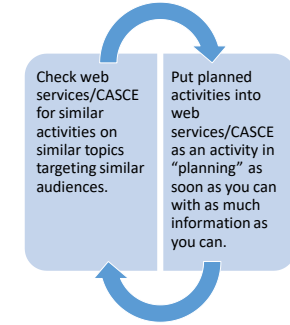
## Overview of Workflow



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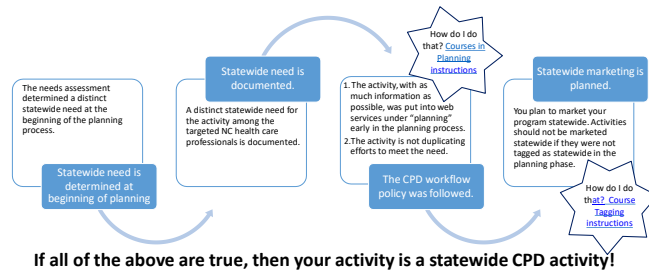
## Needs Assessment: The first step in any CPD planning

Part of the needs assessment is making sure the need is not already being met.



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## How do I determine if my activity is a statewide activity?

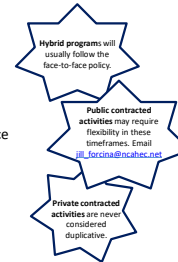


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## How do I determine if my activity is considered duplicative?

Your activity is duplicating efforts to meet the need if ...

- **For regional and statewide virtual activities:** any other regional\* or statewide virtual activity with a similar topic targeting a similar audience is planned *within a one-month timeframe*.  
\*Remember the VCC will be marketed statewide.
- **For statewide face-to-face activities:** any other statewide face-to-face activity with a similar topic targeting a similar audience is planned *within a one-month timeframe*.
- **For regional face-to-face activities:** any other geographically close regional face-to-face activity with a similar topic targeting a similar audience is planned *within a one-month timeframe*.



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## My activity is duplicating the efforts of another AHEC to meet the need. What should I do?



- Your next step: Reach out to the other region(s)!**
- Get more information on the other activity – maybe the activities are actually covering different niches? Work with the other AHEC(s) to make this decision.
  - Consider the opportunity for collaboration using a joint AHEC model.
  - Reschedule the event outside the timeframe.
  - Reimagine the event to meet a distinct need.
  - In the case of regional face-to-face activities that are too close in proximity, move the activity to a location farther away.

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