

NBCC wants to ensure that ACEP programming is synonymous with quality programming. In addition, we want you to feel confident going into an ACEP audit. Therefore, we have developed a **Self-Audit** that will help you identify areas that need improvement.

In addition, below you will find a list of information that you need to have readily available prior to starting the ACEP Audit Survey. Preparing the required audit information prior will allow you to complete the survey in one sitting.

- approved ACEP name, assigned ACEP number, and contact information
- ACEP administrator name and contact information
- program administrator's name; relevant educational degree(s), including field of study; relevant credentials; and contact information
- list of websites/URLs used to advertise your CE programs
- certificate of completion template that your ACEP uses/will use to award NBCC credit hours (do not include the name of an actual participant)
- blank program evaluation form or survey
- a list of all programs for which your ACEP has advertised or awarded NBCC credit hours during the previous 12 months, including cosponsored programs
- the delivery format types that NBCC has specifically approved your ACEP to use

For the purposes of the ACEP Audit Survey, please interpret the “previous 12 months” to mean the 12-month period immediately prior to completing the audit survey.

If you do not understand the above information, you should consult the [NBCC Continuing Education Provider Policy](#) and/or send your specific questions regarding the ACEP audit requirements to continuinged@nbcc.org.