

Contact Hours for SPG Members

*SPG coordinators may now offer their SPG members contact hours
By applying for contact hours through the ASPAN Approver Unit*

Each SPG may offer a maximum of two one-hour contact hour presentations annually.

Each presentation must be 60 minutes in length.

Here are the steps:

1. The SPG coordinator identifies the date, topic, and speaker for a 60 minute presentation
2. The SPG coordinator completes the ASPAN Approver Unit application for contact hours.
3. The SPG coordinator will submit the completed application to the ASPAN Approver Unit a minimum of 60 days prior to the presentation
4. The SPG coordinator will make any necessary revisions to the Approver Application as directed by the Approver Unit representative.
5. The SPG coordinator will collect the registration information from those who want to attend the live webcast
6. After the completion of the live webcast the SPG coordinator will collect the evaluations and distribute the contact hour certificates.
7. After the completion of the webcast the SPG coordinator will submit all of the required post conference paperwork to the ASPAN Approver Unit as directed.
8. The live webcast does not include time for a SPG meeting; schedule a separate Zoom event to hold a SPG meeting after the live webcast, if desired.
9. **Questions? Please contact Linda Wilson (lwilson@aspan.org).**