

CFP[®] ETHICS COURSE

with Melissa Kemp

5 STEPS to SUCCESS

Ethics Course the old way



Updated Ethics with Melissa Kemp



You're on the right path to offering Ethics CE that is fresh, rich and engaging! Following these steps to make sure the course is a success from start to finish.

1 4 - 6 months ahead



Booking Course Date and Time

Confirm early to facilitate travel arrangements and other options. Indicate Virtual or In Person Course.

2 1 - 4 months ahead

Marketing to Potential Attendees

Visit our Ethics website pages to download course descriptions, speaker information and other information for attendees.



3 1 - 2 weeks before

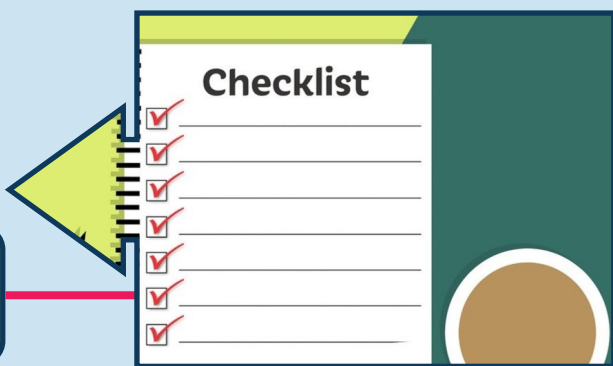
Communicating Attendee Resources

Use our Attendee Logistics Instructions to provide clear, easy access to the resources needed to prepare for and participate in the course.

4 5 - 7 days before

Confirming Logistics

Following our Event Logistics Form ensures we are all in the right place, at the right time, with the right access to technology.



5 3 - 5 days after

Recording of CE Credits

Remind attendees to complete the Google form, including the attendance-verifying code words, within 48 hours of class so they can receive their Ethics CE credits.



TIP

Prepare your members **early** for an interactive experience.