Event Name	
Practice Based Small Group Education (PBSG-ED) Modules	
Module topic purchased	**Total module copies purchased** ☐ 10 Participants or less… ($125) ☐ 11-15 Participants………($185) ☐ 16-20 Participants…..…..($250)
Facilitator Name	**Facilitator Email Address**

Thank you for your interest in facilitating a PBSG-ED Session in your community. You will be provided with a PBSG-ED Facilitator Guide to assist you in preparing your session.

A licensing agreement is in place with The Northern Ontario School of Medicine and Problem Based Small Group Education to allow forwarding of an electronic copy of the PBSG-ED Module to you. Under this agreement you may print off copies of the module equal to the number of modules purchased.

Requirements for obtaining an electronic copy of your purchased module and facilitating your session as per CEPD accreditation guidelines:

1. In preparation for your session:
    a. Complete the CEPD Declaration of Conflict of Interest form AND the NOSM/ PBSG:ED licensing agreement. Return both documents to Julie Colquhoun via email at cepd@nosm.ca or fax (705-662-7262).
    b. Print and distribute paper copies of the PBSG-ED Module to your colleagues attending the session.
    c. At the beginning of your session, declare any conflict of interest you have to your audience. If you do not have a conflict please tell your audience you have no conflict of interest to disclose.

2. After your session send the following documents to Julie Colquhoun:
    a. Completed sign-in sheet. Confirm date is correct at the bottom of the sheet and fill in how many hours your session was.
    b. Complete evaluations. Encourage all of your participants to complete an evaluation.

3. After your session, delete/destroy the electronic copy of the PBSG-ED module.

4. Two to four weeks after your session date, the CEPD Office will send you a copy of the evaluation summary for your records along with individual study credit certificates to each attendee of your session.