

## CE Classroom Course Checklist

**Course Name:**

**Provider Number:**

- Please check to confirm and acknowledge the following:

	Please check for acknowledgment
Acknowledge the course will be taught by an approved Florida instructor.	
Furnish a 3-tiered timed course outline including breaks and lunches.	
Furnish any supplemental materials being provided to students.	
Acknowledge the ownership of the source material that will be used as the basis for the course?  <i>*If using another vendor's material please include an authorization letter.</i>	Another Vendor, Authorization letter included  Own Material