

CE/CME Compliance Review Report

Tier 1: Compliance Review

Activity Title	Trauma-Informed Care: Essentials for the Behavioral Health Practitioner
Organization	Silverbrook Behavioral Health Network (Fictional Sample)
Activity Type	Enduring Material / Online Self-Study
Accrediting Body	ANCC (American Nurses Credentialing Center)
Credit Designation	1.5 Contact Hours
Review Tier	Tier 1: Compliance Review
Review Completed	May 6, 2026
Reviewer	Dr. Amber Martinez Llanes, EdD, MBA, PMP, SHRM-CP, Prosci

IMPORTANT: This is a sample document for portfolio purposes. All organization names, activity titles, and information are fictional.

Scope of Review

Tier 1 is a focused compliance readiness check designed to confirm that an activity meets the core requirements of the relevant accrediting body before submission. The review is based on submitted planning documentation and does not include a full content or instructional design evaluation. A brief written summary of findings is delivered within 5 business days.

Documents Reviewed	Standards Applied
• Activity planning form • Learning objectives • Credit designation statement • Faculty disclosure forms • Activity agenda or outline • Post-activity evaluation (if provided) • Certificate of completion template	• ANCC Accreditation Program criteria for enduring educational activities • ANCC contact hour calculation requirements • ANCC disclosure and conflict of interest standards • ANCC certificate of completion requirements • Learner assessment and passing threshold standards

Date	Activity	Deliverable
May 3, 2026	Planning documents received	Submission confirmation sent
May 6, 2026	Compliance review completed	Written findings report delivered

Compliance Summary

OVERALL STATUS Compliant with Minor Gaps	ITEMS TO ADDRESS 2 Items	CREDIT ELIGIBLE Yes, pending revisions
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The activity demonstrates adequate compliance with ANCC standards for enduring material. Documentation is largely complete and the educational need is appropriately identified. Two compliance items require attention prior to submission: the disclosure process is not clearly documented for learners, and the post-test passing score threshold is not stated.

ANCC Compliance Checklist

Each item is reviewed against current ANCC accreditation criteria for enduring educational activities.

Criterion	Status	Reviewer Notes
Educational Need Practice gap identified with supporting rationale	Met	Gap is clearly stated with reference to current prevalence data on trauma-informed care adoption in behavioral health settings.
Learning Objectives Objectives specific, measurable, and learner-centered	Met	Three objectives provided. All use appropriate action verbs and are measurable. Well-aligned to the identified gap.
Content Validity Content current and evidence-based	Met	References are within the required 5-year window. No factual inaccuracies identified during compliance scan.
Disclosure Process Conflict of interest process documented and visible to learners	Needs Attention	Faculty disclosures completed internally but not visible to learners within the activity. ANCC requires learner access to disclosure information prior to engaging with content. Add disclosure statement to activity introduction.
Commercial Independence Activity free from commercial influence	Met	No commercial support received. No promotional language or product references identified.
Credit Designation Credit hours stated accurately with required language	Met	1.5 contact hours stated with required ANCC language. Credit designation appears on both the activity and the certificate template.
Post-Test Evaluation mechanism in place with stated passing threshold	Needs Attention	Post-test is present (10 questions). However, the passing score threshold is not stated within the activity. ANCC requires the passing score to be disclosed to learners before they begin. Add passing score statement to activity instructions.
Certificate of Completion Certificate template meets ANCC requirements	Met	Certificate includes learner name, activity title, credit hours, completion date, and provider name. Meets standard requirements.

Required Actions Before Submission

- 1 Add learner-facing disclosure statement**
Insert a disclosure statement in the activity introduction page that names each faculty member and states either their relevant financial relationships or that they have none. This must be visible before the learner accesses the educational content.
- 2 State the post-test passing score**
Add a clear statement to the activity instructions that specifies the passing threshold (e.g., "A score of 80% or higher is required to receive credit"). This must appear before the learner begins the post-test.

Reviewer Attestation

This compliance review was conducted independently using current ANCC accreditation criteria for enduring educational materials. The reviewer has no financial or personal relationship with the submitting organization.

Reviewer**Dr. Amber Martinez Llanes**

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Review Date: May 6, 2026

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