Alzheimer’s Disease and Related Disorder Training Provider
Timeline for Review of Live Presentation and Video Curriculum:

**Administrative Review**
- Curriculum Received
  - 30 day clock begins
- **Does curriculum meet format requirements?**
  - Yes
    - Send “application approved” letter
  - No
    - Resubmit
    - Send “application incomplete” letter
- **Send “application incomplete” letter**
- **No Resubmit within 90 days**

**Clinical Review**
- **Does curriculum meet contact requirements?**
  - Yes
    - Send “curriculum approved” letter
  - No
    - Resubmit
    - Send “needs more information” letter
- **Send “needs more information” letter**
- **No Resubmit within 90 days**

**Typical Format Problems**
- Not all material included
- Time formats not included
- Didactic approach not specified
- Learning objectives not specified

**Typical Content Problems**
- Not all content areas not covered
- Incorrect information

**NOTE:** If information is not received within 90 days of date of “needs more information letter” application will be disapproved.

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**NOTE:** If information is not received within 90 days of date of “application incomplete letter,” application will be disapproved.