



Defense Health Agency, J7 (Education & Training)
Continuing Education Program Office (CEPO) Team
Event Intake Form

- Fill out all questions, including approval signatures, providing any additional remarks as required.
- Send completed form to the dha.ncr.j7.mbx.continuing-education-office@mail.mil within the estimated lead times as follows:
 - Webinars – 14 days
 - Virtual Work Groups/Meetings – 14 days
 - Conferences (Live/Virtual/Hybrid) – 30 days (180 days if Conference Application Package is required)
 - CE Events – 60 days (180 days if Conference Application Package is required)
- **Approval of this form does not guarantee approval of all support requests or CE accreditation**

- If you wish your event to be eligible for Continuing Education (CE) credits:
 - 1) Click on the icon below
 - 2) Fill out the CE Application Form
 - 3) Submit the completed form with the completed CEPO Team Event Intake Form



(Click this icon to open the CE Application form)

ACTIVITY DATE		# OF PARTICIPANTS	
ACTIVITY START TIME		ACTIVITY END TIME	
POC INFORMATION	NAME	PHONE NUMBER	
POC EMAIL			
AGENCY/COMMAND			
ACTIVITY NAME			
BRIEF DESCRIPTION			
TARGET AUDIENCE			



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<p>REQUESTED SERVICES</p> <p>(Check DHA Conference Application if travel is required)</p>	<p><input type="checkbox"/> DHA Conference Application</p> <p><input type="checkbox"/> CE Support (see the section above for the CE Application form)</p> <p><input type="checkbox"/> N/A (no support needed)</p>		
<p>TRAVEL/VENUE INFORMATION</p> <p>(If so, Conference Application must be completed and approved by DHA)</p>	<p><input type="checkbox"/> DoD Funded</p> <p><input type="checkbox"/> Commercial Venue</p> <p><input type="checkbox"/> N/A (no support needed)</p>		
<p>ADDITIONAL COMMENTS</p> <p>(Please provide details such as cost estimates, etc.)</p>			
<p>• POC is responsible for Adobe Connect Support, Audio Line, Closed Captions, and Perfected Transcripts.</p>			
<p>LIVE CEPO SUPPORT</p> <p>(Parking to be provided to CEPO team if outside SSMC1/NOAA.)</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> Adobe Connect URL</p> <p><input type="checkbox"/> Videography</p>	<p><input type="checkbox"/> Government/Commercial Venue</p> <p><input type="checkbox"/> Other (please describe below)</p>
<p>ADDITIONAL COMMENTS</p> <p>(please provide details regarding technical needs)</p>			



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POC LEADERSHIP APPROVAL (Government)	NAME	DATE
PAO/OPSEC APPROVAL (Review and signature required for all public facing documents)	NAME	DATE
*I certify this request is mission critical and the information provided is true and correct to the best of my knowledge		
CEPO CONTRACT OFFICER REPRESENTATIVE (COR) SIGNATURE	NAME	DATE
COMMENTS FROM COR		