# Running a PEPP Course: A Checklist

Your key to a successful PEPP course is planning ahead. Start early, and use this checklist to stay on track.

| 3-6 Months Before | 1. Set Course Details. | Select a course to teach. (ALS or BLS and onsite or hybrid) Select your course dates. Review evaluation and comments from previous course (if applicable). Reserve your course location. Register course on your Course Coordinator page. | **Tips**<br><br>▪ Make sure the facility includes a large room for lectures and four breakout areas |
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| | 2. Gather Your Team. | Contact continuing education provider or state EMS providers or determine if CAPCE credit is needed. Choose a Medical Director. Choose appropriate Faculty. Mail Faculty confirmation letters. | ▪ Recommended ratios:<br>○ 1:6 Faculty-to-Provider for skills stations<br>○ 1:10 Faculty-to-Provider for case-based scenarios |
| | 3. Set Your Budget. | Create a course budget. Set registration fee. Establish registration procedures. Make a promotional plan. | ▪ A typical PEPP budget includes facility rental, faculty expenses, equipment purchase/rental, course supplies, copying, postage, refreshments, and promotion expenses. |
| | 4. Secure Materials and Equipment. | Order textbooks and other needed materials. Send textbooks to participants so they can complete the required precourse work. Order course supplies and equipment. | ▪ Make sure you have enough equipment for Skill Stations. |

| | | Reserve audiovisual equipment. | |
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| | **5. Start Promoting.** | Send the first mailing to prospective participants. Select menu for food functions and breaks, if needed. Schedule a meeting with your Faculty. Order course signage. | ▪ Choose menu items that support energy and minimize allergies and intolerances. |
| **2–3 Months Before** | **1. Register and Prepare Providers.** | Process Provider registrations. Confirm that Providers have completed the precourse. Mail confirmation letter to participants. | ▪ Make sure your letter includes directions to location, parking facilities, and course materials. |
| | **2. Keep Promoting.** | Reach prospective participants—place ads, send emails, post flyers. | ▪ Use social media and respond to comments and queries promptly. ▪ Encourage Faculty to spread the word. |
| **1-2 Weeks Before** | **1. Check Facility Details.** | Confirm space, materials, and menus. | |
| | **2. Prepare Your Team.** | Hold a Faculty meeting. Confirm availability of Medical Director (if they will not be onsite). | ▪ Review teaching plans. ▪ Remind instructors to facilitate discussion versus straight lecturing. ▪ Field questions about *PEPP, Fourth Edition* updates and optional materials. |
| | **3. Confirm Your Roster.** | Review your Provider roster in the CC area of PEPPSite.com. Communicate with any Provider who has not completed the required precourse work. | ▪ Remind Providers that admission to onsite course requires precourse completion. |

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| **1 Day Before** | **1. Prepare the Space.** | Reconfirm meals and refreshments. Set up registration area. Prepare course signage. Photocopy the PEPP Provider final exam. Set up equipment for skill stations. | |
| | **2. Review the schedule.** | Check schedule against faculty assignments and make sure all educational principles are covered. | ▪ Limit your course activities so you will be able to oversee sufficiently. |
| **Day Of** | **1. Do a Final Check.** | Check rooms to see that all audiovisual equipment and lights are in order. Check on setup for meals and refreshment breaks. Place course signs in appropriate locations. | |
| | **2. Welcome Participants.** | Facilitate course participant registration and Faculty check-in. Distribute course materials to participants. Have Faculty available to answer questions and provide directions. | |
| | **3. Supervise and Support.** | Monitor the course to maintain schedule flow. Monitor lectures, scenarios, and skill stations to maintain the desired group size. Administer the written final exam. | ▪ Encourage Providers to connect content with their field experience. |
| | **4. Clear out.** | Remove signage and supplies. Return equipment. | |

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| **Within 1 Week After** | **1. Grade and process.** | Grade and remediate final exams.<br>Confirm online evaluations. | ▪ Make sure you have completed evaluations from all Providers and Faculty. |
| **Within 30 Days After** | **1. Settle accounts.** | Send honorariums (if applicable).<br>Pay invoices.<br>Submit roster to the AAP through the PEPP CC administration page. | |
| | **2. Thank and reflect.** | Send thank you letters to Faculty, Medical Director, vendors, and support staff.<br>Compare your projected budget against actual expenditures.<br>Make notes on what went well, what issues you encountered, and anything you want to do differently next time. | ▪ Build a strong foundation for your next PEPP course by acknowledging the people who made this one a success. |