Interprofessional Continuing Education (IPCE)

✦ How to Complete the Artificial Intelligence Attestation Form✦

All individuals in control of content must complete the Artificial Intelligence (AI) Attestation Form, even if they did not use AI in their session. We must have an attestation on file.

- ❖ To assist you in completing the AI Guidance Process of the Interprofessional Continuing Education Office (IPCE) at Rush, we have developed this guide to walk you through the process.

As a Jointly Accredited provider, Rush University Medical Center must ensure that all accredited continuing education content is independent, evidence-based, balanced, and free from commercial bias, including content created or assisted by AI. All content must comply with the ***Standards for Integrity and Independence in Accredited Continuing Education***.

Requirements for Responsible AI Use and Accreditation Compliance

Requirement	What to Do
1. Maintain independence	AI must not introduce bias, undue influence, commercial bias, or promotional language. Educational content must be based on current science, evidence, and clinical reasoning.
2. Disclose AI use	When AI is used in the creation or development of educational content, this must be disclosed to learners. Routine spelling and grammar tools do not need to be disclosed.
3. Verify accuracy	AI-generated and AI-assisted materials, such as slides, handouts, and educational resources, must be reviewed for factual errors or "AI hallucinations," screened for bias and stereotypes, and the review must be documented.
4. Protect information	Do not input protected health information (PHI) or personally identifiable information (PII) into AI tools. Use only institution-approved platforms for proprietary or sensitive data.
5. Avoid high-risk use	AI generally should NOT be used to generate diagnostic or treatment recommendations without human oversight and clinical validation; enter or store sensitive content in public AI tools; auto-produce assessment answers visible to learners; or bypass bias, independence, or accuracy checks.

Artificial Intelligence (AI) Terminology

❖ These commonly used terms will help you complete the Artificial Intelligence Attestation Form

Term	Definition
AI-Assisted Content	Educational content created or adapted with AI tools in partnership with human authors, where AI influenced structure, wording, or analysis.
AI-Generated Content	Educational content primarily produced by AI, with minimal human input prior to initial generation.
AI Hallucinations	AI output that appears accurate or plausible but contains inaccurate or misleading information.
Artificial Intelligence (AI)	Technologies that perform tasks typically requiring human intelligence, including natural language processing, pattern recognition, and predictive modeling.
Large Language Models (LLMs)	A type of generative AI trained on large text datasets to perform tasks such as text generation, summarization, translation, and question answering.
Machine Learning (ML)	A subset of AI that enables systems to learn from data, identify patterns, and make decisions with minimal human intervention.
Closed-Source Tools	Institution-specific or licensed AI platforms that offer enhanced protections for data privacy, IP integrity, and content security.
Open-Source Tools	Publicly available AI systems accessible without a proprietary license, which may present increased privacy, security, and content control risks.
Secure/Approved Tools	AI platforms vetted for use by the provider organization or institution, consistent with data security, privacy, and content integrity standards.

❖ Key Steps to Completing Artificial Intelligence (AI) Attestation Form

1. Activity Information

Activity Information
Your Name: _____
Name of Session/Content: _____
Title of Educational Activity: _____
Date of Activity: _____

Start the form by providing your name and information about the activity.

2. AI Use Disclosure

All individuals in control of content must submit an Artificial Intelligence Attestation Form. If an individual did not use AI, they still must complete a form for our records. Individuals should state if they used generative AI to create or enhance **any part** of educational planning, development, review, evaluation, or delivery. If AI-assisted or generated materials such as slides, handouts and/or educational resources are used they must be documented.

AI Use Disclosure
Was generative AI used to create or enhance any part of your educational planning, development, review, evaluation or delivery?

☐ Yes, please attach the educational material for independent review

☐ No *(please go to step 6)*

☑ Check Yes if you used AI in your educational materials. Attach your educational materials for review.

☑ Check No, if you did not use AI in your educational materials and proceed to step 5.

*****IF AI IS USED, THE EDUCATIONAL MATERIAL MUST BE ATTACHED FOR INDEPENDENT REVIEW******

3. **Select the AI Platform Used**

The individual should use this area to indicate which AI platform(s) were used in their process, which version or model they used and which date the AI platform(s) was used.

Select the AI Platform Used

☐ ChatGPT ☐ Microsoft Copilot ☐ Claude ☐ Gemini ☐ Perplexity

☐ Other: _____

Version/Model, if known: _____

Date(s) AI was used: _____

How to identify which version you are using

1. **Model selector** – Often displayed at the top of the chat interface.
2. **Settings or About page** – Check "Settings," "About," or "System Information."
3. **API documentation** – If you're using an API, look for the model name in your code or request logs.
4. **Response metadata** – Some tools identify the model in the response or developer console.
5. **Account or subscription page** – The model available may depend on your plan.
6. **Help/documentation** – Search the provider's documentation for the specific model name and version.

☑ Check the AI tool, version and the date it was used, if known.

4. **Purpose of AI Use (Check all that apply)**

Select all the ways that you used AI in your accredited education. If you have any questions, it is best to err on the side of caution and list everything. For further questions please contact CE_office@rush.edu

Purpose of AI Use *(check all that apply)*	
☐ Brainstorming/generating ideas	☐ Developing outlines or creating images
☐ Summarizing literature or evidence/Needs Assessment	☐ Developing slides or other educational materials
☐ Administrative task or communication	☐ Developing learning objectives
☐ Developing cases or examples	☐ Drafting educational content
☐ Exploring clinical content, treatment options, or pathology considerations	☐ Developing evaluation or assessment questions
☐ Data analysis	☐ Grammar/editing/spelling
☐ Plan on using AI during the activity	☐ Assisting with CE Application

☑ ***Select the ways you used AI in your educational materials***

5. **Please provide a brief description of how AI was used in your educational activity.**

This area is for individuals to describe how they used AI to support the development of the educational activity.

Description of AI Use
Provide a brief description of how AI was used.

Provide a brief description of how AI was used.

- ✓ **Example 1**: I used Microsoft Copilot to generate an outline for the session and suggest learning objectives.
- ✓ **Example 2:** I used ChatGPT to generate quiz questions.

6. Required Attestation

We require individuals to attest they have reviewed the educational content and confirm it is evidence-based and aligned with current science, evidence, and clinical reasoning. Individuals also attest they have reviewed and verified all references and supporting evidence and checked for factual errors, unsupported statements, fabricated citations, bias, and other potential "AI hallucinations."

Required Attestations

Please attest to the following items by checking each applicable box:

Required Review Confirmations	
☐ I independently reviewed the educational content and confirmed it is evidence-based and aligned with current science, evidence, and clinical reasoning.	☐ I verified the references and supporting evidence.
☐ I checked for factual errors, unsupported statements, fabricated citations, or other potential "AI hallucinations."	

Final Attestation	
I certify that the information above is complete and accurate for this educational content . I understand that I remain responsible for the unbiased accuracy, scientific validity, balance, independence, and integrity of all educational content submitted for accredited continuing education.	
Signature Required:	**Date:** Click or tap here to enter text.
Printed Name and Credentials:	

Please attach your educational material for independent review

☑ ***Check the boxes to attest to the statements and sign and date the Artificial Intelligence Attestation Form accordingly.***

☑ ***Submit your completed review to the IPCE Office at ce_office@rush.edu***

Questions? Contact the IPCE Office at CE_office@rush.edu