

# CME Application Process

The following documents are needed for approving CME and for processing the CME certification of your program.

## BEFORE the Program

- 1. CME Application\*** (All applications should be reviewed and approved by the CME committee before the program. For live courses, symposium and conferences, plan to submit the application 60-90 days ahead of the program. For **Regularly Scheduled Conferences** like Grand Rounds and Tumor Board, submit the application on a **yearly** basis, 2 months before the start of the next calendar or academic year).
- 2. Planning process of the activity and correspondence** (All planners have to submit the Planner Disclosure form duly completed and signed before planning and submitting the CME application form. Planning process, meeting minutes, activity correspondences etc. that link identified educational needs with a desired result).
- 3. Practice Gap/Need Assessment and Data** (What problem is being addressed in the activity/practice gap? How did you identify the needs/use need assessment data to plan CME activities). *This could be included in the worksheet or speaker's planning form.*
- 4. Educational Objectives** (Learning Objectives for the target audience/what performance change is intended? What will they learn? Communicate the purpose/objectives of the activity so the learner is informed before participating in the activity). *This could be included in the worksheet or speaker's planning form.*
- 5. Faculty Planning worksheet\*** (To outline the problem being addressed, how the problem was identified, define the objectives, method used to achieve the objectives, competencies being addressed etc).
- 6. Program Brochure/Flyer\*** (The activity topics/content, e.g., program brochure or announcement. This should have the correct and appropriate **Accreditation and Designation Statements**, Practice/Gap & Need Assessment, Objectives, Target Audience, Planner(s) & Speaker(s) Disclosures, and Acknowledgement of Commercial Support etc.).
- 7. Faculty (Planner & Speaker) Disclosure Form\*** (The disclosure form is a tool or mechanism used to identify relevant financial relationships of all individuals in control of the content. The **Planners/Reviewers/Authors and Speakers must complete and return this form duly signed before approving the program.** An announcement of the planner/faculty/speaker disclosures must be in the printed material and meeting announcements. The ACCME requires that **not only the disclosures** (or lack of which) **of the speakers** are given to the audience **but also the disclosures** (or lack of which) **of the planners and reviewers** are given to the audience, and documented).
- 8. Announcement of Disclosure Handout\*** (Written announcement of the disclosures (or lack of which) of the planner(s) and speaker(s) should be conveyed to the learners prior to the activity and documented. This will be the disclosure information as provided to learners about the relevant financial relationships (or absence of it) that each individual in a position to control the content of the CME disclosed in the disclosure form. *(Faculty/speaker disclosure must be conveyed to the audience before the program. Include all the disclosures that the planner and speaker disclosed in this form).*
- 9. Program/Speaker Evaluation form\*** (To measure and evaluate how well the objectives and elements have been met, the effectiveness of the educational delivery, commercial queries,

suggestions and comments. This will be the data or information generated from this activity about changes achieved in learner's competence or performance or patient outcomes).

**10. Budget** (If applicable), provide the proposed budget and a reconciliation of your activity budget (proposed vs actual) should be submitted at the completion of the activity).

**11. Educational Grant Agreement (Commercial Support), Exhibit Support** (If applicable/commercially supported. The CME office must know of all the commercial grant sponsors and the Associate Dean or Director of CME or designee must sign the Letter of Agreement (LOA), so plan accordingly).

**12. Any Handouts/The speaker presentation/slides** (The CME office/planner should review and approve the presentations of all speakers, especially those who have any relationship with an ineligible company/commercial interest. Educational materials that are part of a CME activity, such as slides, abstracts and handouts, **cannot contain any advertising, corporate logo, trade name or a product-group message** of an ACCME-defined ineligible company. *An ineligible company is any entity whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.*

**13. Faculty Curriculum Vitae** (Planner's and speaker's CV or abbreviated/biographical sketch is needed/acceptable).

*All the above 1-13 materials (if applicable) must be provided to the CME Office for the approval of your CME activity, before the advertisement & commencement of the program.*

## **AFTER the Program**

**14. Registration/attendance documentation/Sign In sheet\*** (An electronic file of the participants information for CME verification and certificate. This includes the name, title, mailing address, email (to be used for follow up evaluation), and phone number. A copy of the sign in sheet.)

**15. Program/Speaker Evaluation form\*** (2-3 randomly selected evaluation by the participants).

**16. Summary of Evaluation\*** (A numerical summary of the speaker/program evaluation, and a narrative comments and suggestions).

**17. Summary of the Follow-Up Survey\*** (To identify the effectiveness of the program and to improve the activities, a post survey within 4-6 months after the program should be conducted, soliciting the learner's expectations of the educational benefit and professional impact of the conference.

**18. Budget Reconciliation** (If applicable. Income and expense statement of the program that details the receipt and expenditure of all the commercial support).

**19. CME Certification Fee** (If applicable).

*All the above 13-19 items (if applicable) must be provided to the CME office after the program for the processing of CME credit. CME certificates will be mailed within 6-8 weeks after we receive the complete materials for each program. (See the separate requirements for the Regularly Scheduled Conferences).*

Please feel free to duplicate the CME forms as needed. For programs with more than one speaker, each speaker must sign a separate disclosure form. A sample of the evaluation form is also included.

Enter your organization/department name, activity name, program title and the date on each form.  
Contact the CME Office, if you have any questions.

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