

APPLICATION CHECKLIST

| for Episodic activities |

YOU WILL NEED

Access to eCME
Flyer/Brochure
Evaluation Instrument
Disclosure Form(s)
Conflict of Interest (COI) Resolution letter (if applicable)
Joint Provider Letter of Agreement (if applicable)
Grant letter (if applicable)
References (if applicable)

STEPS

1) Create a proposal in eCME
Log into eCME > Click "My Proposal" > Click "Create New Activity" > Complete all of the tabs and sub tabs

2) Under the "Attachments" tab, be sure to upload the following attachments:

Flyer/Brochure (should include all speakers, their name, topic, global objectives, date of session, and location)

Blank Evaluation Instrument Sample

Should reflect the first session that will take place.

Should include the speaker's name, speaker's topic, speaker's objectives, date of session, max credit hours the session is accredited for, and a line for the attendee to list the # of credit hours they are claiming

Disclosure form(s): of all speakers, panelist, moderators, planning committee members, and the Activity Director

Conflict of Interest (COI) Resolution letter: of all persons that reported a relevant financial relationship with a commercial interest. The activity director should complete this.

Joint Provider Letter of Agreement (if applicable)

Grant letter (if applicable)

Reference (if applicable)

3) Click "Submit" twice

NOTES

IF YOUR ACTIVITY DIRECTOR REPORTS A CONFLICT OF INTEREST ON THEIR DISCLOSURE FORM, THE CHAIR OF THE DEPARTMENT SHOULD COMPLETE THE CONFLICT OF INTEREST RESOLUTION LETTER.

THE CONTENT ON YOUR ATTACHMENTS SHOULD MATCH THE CONTENT WRITTEN ON THE CURRICULAR PLANNER (I.E. THE OBJECTIVES SHOULD BE THE SAME ON THE FLYER/BROCHURE AND EVALUATION INSTRUMENT AS STATED ON THE

CURRICULAR PLANNER. THIS REMAINS TRUE FOR OTHER ASPECTS OF THE PAPERWORK (DATES, CREDIT HOURS, AGENDA, ETC.)

IF THIS IS A RENEWAL, BE SURE TO UPLOAD THE POST ACTIVITY REPORT (PDF), POST ACTIVITY REPORT TABLE, AND NARRATIVE SUMMARY AS AN ATTACHMENT TO THE RENEWAL BEFORE YOU SUBMIT IT. ALSO, BE SURE TO EDIT THE INFORMATION IN THE CURRICULAR PLANNER SO THAT IT REFLECTS THE NEW ACTIVITY.