

# Preparing the CME Application

A complete application **MUST** include the following items (*check off each requirement when completed*):

- [ ] **Application form**—This must be completed *fully* and *legibly*, preferably typed.
  
- [ ] **Needs Assessment**—You must use needs assessment data to plan your CME activity and include the data (i.e. tabulated evaluation results, journal articles) in your application. A written explanation of how you choose CME topics is *NOT* a needs assessment. See *Needs Assessment Techniques* in this packet.
  
- [ ] **Content Validation form**—The course director must review the content of the CME activity, validate its scientific soundness, and sign the enclosed Content Validation form.
  
- [ ] **Meeting Notice draft**—See the *Meeting Notice Preparation* and *Meeting Notice Template* for a detailed explanation of all of the requirements for the meeting notice. Also see *Educational Objective Techniques* and *Verbs for Educational Objectives* for help writing learning objectives. *Note: Promotional materials including CME information cannot be distributed until the Subcommittee grants approval for CME credit.*
  
- [ ] **Activity Outline/Schedule** (can be on meeting notice)
  
- [ ] **Faulty List/CVs**—Please include a faculty list with hospital or medical school affiliations, titles, and clinical designations and/or a copy of each speaker's curriculum vitae. The speaker's title must be listed on the meeting notice.
  
- [ ] **Disclosure of Interest**—Each speaker must complete and sign the enclosed Disclosure of Interest form. All disclosures must appear on the meeting notice.
  
- [ ] **Letter of Agreement**—If you will be receiving commercial support for your activity, the commercial supporter and course director must complete and sign the enclosed Letter of Agreement. Commercial support must be disclosed on the meeting notice. See *Commercial Support Do's and Don'ts* and *Standards for Commercial Support* in this packet.
  
- [ ] **Application Fee**—Please calculate the application fee according to the enclosed fee schedule and include your check with the application.