

CME REQUIRED DOCUMENTATION FOR JOINT PROVIDERSHIP ACTIVITY

- ✚ **CME Application:** Must be completed and returned to the CME Specialist first in order to approve CME credit. Credit cannot be retroactively approved.
- ✚ **Financial Disclosure:** Planner(s) and speaker(s) must complete and return to the CME office before the educational conference occurs.
- ✚ **Peer Review for Resolution of Conflict:** This form needs to be implemented *only in the case that a speaker or planner has something to disclose* on the disclosure form. If a speaker has something to disclose then the presentation slides need to be reviewed by the conference/program director and then fill out this form accordingly.
- ✚ **Brochure/Flier:** Advertisement for the activity needs to be created with the accreditation statement posting the approved amount of CME's.
- ✚ **Evaluations:** To be given out during or after the activity with the appropriate CME verbiage. Once the activity has concluded, the completed evals and summary need to be sent to the CME office in order to record provider credit.
- ✚ **Certificates:** To be handed out to attendees after receiving a completed evaluation.
- ✚ **Disclosure Slide:** This needs to be projected on the screen at the beginning of the conference stating if there are any financial disclosures by the speaker(s) or planner(s).