

RSS Paperwork Checklist	Document Ref #	Completed
CME Application: <ul style="list-style-type: none"> - The first two pages need to be completed and submitted to the CME Office each June for approval for the upcoming academic year - The Activity Development Worksheet section (pages 3-7) need to be completed and submitted to the CME Office each June for the academic year 	01	
Disclosure & Verification Form: completed by every Speaker <u>and</u> Planner <ul style="list-style-type: none"> - The speaker(s) and planner(s) must complete this form indicating if he/she has any type(s) of financial interest or relationship with any pharmaceutical company or industry. The form must be completed even if there are no conflicts of interest. The information on this form will be used to complete the Disclosure to Attendees form. 	02	
Disclosure to Attendees: required for <u>every lecture</u> <ul style="list-style-type: none"> - The Program Planner(s) need to be listed in the first box (middle of the page), include any conflicts of interest if applicable - If a speaker has a conflict of interest, please list the information in the next set of boxes, if the speaker has no conflicts of interest, list their name in the last set of boxes 	03	
Peer Review: <ul style="list-style-type: none"> - If a speaker lists a conflict of interest on their Disclosure & Verification form, a Peer Review will need to be completed by a Faculty Planner <u>before</u> the speaker's presentation 	04	
Advertising Guidelines: required for all CME advertising <ul style="list-style-type: none"> - If you'll be advertising for activities approved for CME, the Accreditation & Disclosure Statements will need to go on all advertising. Please copy and paste these statements as the wording must remain exact (NOTE: <i>AMA PRA Category 1 CreditsTM</i> must remain italicized and TM must remain superscripted) 	05	
Attendance Record: required for every activity <ul style="list-style-type: none"> - All attendees must be tracked for each activity. - A sign-in in sheet is one of the methods that can be used to track attendance. - NOTE: You may use any preferred method to track attendance. 	06	
Evaluation Form: to be completed on a quarterly basis <ul style="list-style-type: none"> - This form needs to include the speaker(s) learning objectives and should be distributed to the attendees, collected and summarized. Please keep copies of the summaries. 	07	
Attendance Tracking: completed on a yearly basis <ul style="list-style-type: none"> - Utilize the spreadsheet to keep track of the total number of session, total hours, and total number of physician and non-physician attendees 	08	
Total Numbers of CME Sessions: completed on a yearly basis <ul style="list-style-type: none"> - See form for instructions 	09	
CME Certificate: to be issued monthly, quarterly , bi-annually or annually <ul style="list-style-type: none"> - Physician certificate - Non-physician certificate 	10a 10b	
Letter of Agreement for Commercial Support and/or Exhibitor Agreement <ul style="list-style-type: none"> - Contact the CME Office if your department will be receiving commercial support/grants or having exhibitors on site 		