

Loma Linda University School of Medicine

RSS CME Application

Submit to the CME office by June of each year

Program /Lecture Title			
Date(s)			
Location			
Organizing Group/Department			
Physician Planner			
Administrative Contact		Phone / Ext	
Speaker(s) - Name/Degree			
Program Planner(s) Name/Degree			
Who is the target audience?			
Number of participants expected:			

1. Is the proposed program <u>evidence-based</u> ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. Will the proposed program assist physicians in carrying out their professional responsibilities <u>more effectively and efficiently</u> ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3. Will the proposed program ultimately <u>improve the quality of patient care</u> ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4. Were any <u>employees of a pharmaceutical and/or medical device company</u> involved in suggesting or selecting the speakers and/or topics?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

5. Will this activity be receiving any financial support from a pharmaceutical/medical device company? If yes, you will need to submit commercial support letter of agreement form(s) for each commercial supporter	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6. Will there be exhibits at this activity? If yes, you will need to submit exhibit agreement form(s) for each exhibitor	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7. Does this course meet the LLU CME Office mission : to support, nurture, and facilitate the dissemination of contemporary medical knowledge and skills to ultimately improve the quality of patient care and to continue the healing and teaching ministry of Jesus Christ, "To Make Man Whole." This information will be used to track how we are meeting our mission and will not directly affect the approval of your course.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Please indicate which modality(ies) will be used in this activity:		
Case based discussion <input type="checkbox"/>	Lecture <input type="checkbox"/>	
Panel <input type="checkbox"/>	Simulation <input type="checkbox"/>	
Skill-based Training <input type="checkbox"/>	Small group discussion <input type="checkbox"/>	
Other:		

CME Fees

The CME Office is a service provided and supported by the School of Medicine Dean's Office for all Loma Linda University School of Medicine faculty physicians. As such, CME done by faculty for our faculty is financially supported by the Dean's Office at no charge to the individual or sponsoring department. For CME that is not held locally and is primarily for non-LLU physicians AND/OR CME that includes a registration fee, please incorporate the attached fee schedule policy into your planning budgets. The fee schedule has been approved by the School of Medicine CME committee and is meant solely to defray the overhead costs of the CME Office. CME fees may be adjusted per the discretion of the CME Office. We reserve the right to attend the events to ensure compliance with ACCME standards, especially for first time applicants. Travel expenses incurred to attend the event will be added to the total CME fees. Thank you!

Administrative Fee*

- ☐ \$850 for 0-25 attendees
- ☐ \$1,250 for 26-50 attendees
- ☐ \$1,750 for 51-100 attendees
- ☐ \$2,800 for 101-199 attendees
- ☐ \$4,000 for 200-499 attendees
- ☐ \$5,750 for 500-1,000 attendees
- ☐ 1,000+ attendees – fees negotiable

*If all paperwork (CME application, disclosure and verification forms, objectives, and schedule) is completed and received early, the following discounts will apply:

- 3 months early = 30% off Administrative fee and \$30 CME certificate fee
- 2 months early = 20% off Administrative fee and \$35 CME certificate fee
- 1 month early = 10% off Administrative fee and no discount to certificate fee

**An additional 5% increase may be added to the administrative fee for each day past the given due dates for any late submissions. (e.g. If an event is scheduled for Feb. 14 and a due date of Feb. 7 is given, if the paperwork is submitted on Feb. 10, a 15% increase will be added to the administrative fee).

Rush fee will apply to submission within less than 30 days of the educational activity.

Certificate Fee

- ☐ \$40 CME Certificate fee per person (based on attendees request for CME certificate)

Online/Enduring Material

- ☐ \$2,250 for the first 100 participants, \$40 per person for 100+ participants

Commercial Support and/or Exhibit Fees

- ☐ 10% of commercial support and/or exhibit fees collected (if applicable)
- ☐ Fees not applicable per the guidelines above

Invoices will be submitted upon completion of the event and a final head count is received.