

CME Activity Checklist

This form is for tracking purposes only. The Activity Coordinator should keep a copy of this form with activity file. The Activity Coordinator is required to keep attendance lists six years and the activity file four years from date of the CME Activity.

CME Application Packet: Due 12 weeks before activity

- Application** completed in entirety with the appropriate signatures on the Memo of Agreement
 - Direct sponsorship activities are planned and implemented by Wright State University Boonshoft School of Medicine
 - Joint sponsorship activities are planned and implemented in partnership with a non-accredited provider. Commercial interests cannot be a Joint Sponsor. Must have a signed Joint Sponsorship Agreement
 - Co-Sponsorship activities have two or more accredited providers working in collaboration, one provider must take responsibility for the compliance of that activity.
- Needs Assessment** documentation, including planning committee minutes
- Conflict of Interest (COI)** disclosure for all planning committee members (Note: no attestations required)
- COI Resolution**, if needed, for planning committee members: see **Conflict of Interest Policy**
- Budget** with all anticipated sources of income and expenses
- All Promotional Materials** (i.e. brochure draft, save-the-date card, etc.)
Include one of the following Accreditation Statements on all CME brochures:
 - Directly sponsored and Co-sponsored activities should use the following:
"Wright State University (WSU) is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians. This educational activity is awarded a maximum of [number of hours] category 1 credits toward the AMA Physician's Recognition Award. Each physician should only claim credit for time that he/she spent in the activity."
 - Jointly sponsored activities should use the following:
"This activity has been planned and implemented in accordance with the Essential Areas and Policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint sponsorship of Wright State University and [Non-accredited provider]. This educational activity is awarded a maximum of [number of hours] category 1 credits toward the AMA Physician's Recognition Award. Each physician should only claim credit for time that he/she spent in the activity."
 - Joint Sponsor Agreement, if joint sponsored activity
- Evaluation Form**
- Application Fee or a copy of departmental accounting transfer document.
(Make checks payable to Wright State University Boonshoft School of Medicine)

Documentation Due 2 weeks before activity

- COI Disclosure and attestations** for all presenters involved in activity
- COI Resolution**: see **Conflict of Interest Policy**
- Contributor Disclosure** or Letter of Agreements from all contributors
- Exhibitor Agreement**
- Final brochure with syllabus with correct accreditation statement

Post Activity Documentation Due 2 weeks after activity

- Final Budget**
- Readably Attendance list
- Evaluation** Summary
- Proof of Disclosure** communication: PowerPoint Slides, Meeting Materials, Flyer, or **Verbal Disclosure**
- Registration Fee**, if applicable