

CME Activity Checklist

Activity: _____ Date(s): _____

Direct Sponsorship: Joint Sponsorship: Cat 1 Credits: _____

Department: _____

Contact Person: _____ Phone: _____

E-mail: _____

CME Coordinator: _____

8 Months Prior to Activity:

	1. Category 1 Application for CME Credit
	2. Joint Sponsorship Agreement (When Applicable)
	3. Completed Services Selection Sheet/Signed by Course Director
	4. Planning Committee Minutes
	5. Planning Committee Conflict of Interest Disclosures

*Must be submitted with the application.

Prior to Activity (Please refer to CME Timeline on CCME Website):

	1. Commercial Support Letters of Agreement
	2. Course Director Signoff on Resolution of Speaker Conflict of Interest
	3. Speaker Conflict of Interest Disclosures (Copies of Originals)
	4. CCME Approved Brochure/Promotional Material
	5. CCME Approved Course Packet/Syllabus

After the Activity:

	1. Documentation of Commercial Support Disclosure to Audience
	2. Documentation of Speaker Disclosure to Audience
	3. Copy of Evaluation Mechanism
	4. Course Packet/Syllabus (5 Copies)
	5. Brochure/Promotional Material (6 Copies)
	6. Evaluations
	7. Final Budget Spreadsheet
	8. Total Commercial Support \$ _____
	9. Total Exhibitor Support \$ _____
	10. Copies of all Commercial Support Checks
	11. Total Other Support (i.e. Foundations) \$ _____
	12. Copies of All Honorarium Checks/Check Requests
	13. Attendance List
	14. Applicable CCME Fees/Copy of Invoice
	15. Copy of Cost Transfer