Enduring Material CME Activity Application Checklist ****

**Use this checklist to make sure you have included all the required pieces for the CME Activity Application Process.**

**Activity Information**

|  |  |
| --- | --- |
| **Activity:** |  |
| **Launch Date:** |  |

**Have the following been included in the Activity Application?**

|  |  |
| --- | --- |
|  | **Payment** Amount: Paid by: |
|  | **CME Application** |
|  | **Bios/CVs/Resumes of Speakers** |
|  | **Financial Relationships Disclosure(s)** from ALL planners, faculty, and reviewers (anyone in control of content) |
|  | **Mitigation Form** **– if mitigation is needed** for relevant financial relationships with ineligible companies |
|  | **Commercial Support Letters of Agreement** – **If commercial support is received** from an ineligible company, signed letters of agreement must be submitted with the application and **Commercial Support Tracker** if there were monetary or in-kind grants received. |
|  | **Access to or PDF copy of Landing Page where learners will access the enduring material** – with Joint Providership Statement, AMA Credit Designation Statement, Disclosure to Learners of the presence or absence of relevant financial relationships, Disclosure to Learners of Commercial Support (if applicable), Bibliographic Resources |
|  | **Evaluation Form**  - with Joint Providership Statement and AMA Credit Designation Statement |
|  | **Certificate of Completion** – with title, date of completion, AMA Credit Designation Statement, Joint Providership Statement, indication of type of activity, number of CMEs |

**Keep in mind:**

* The platform for an enduring material must be free from any advertising.
* You will need to report on the number of physicians and the number of other learners that completed the activity. The evaluation should collect credentials of the learners or otherwise distinguish between physicians and non-physicians.
* CME Certificates may only be awarded to MDs and DOs. Certificates of Participation may be awarded to non-physicians if requested. See the CME and Joint Provider Statements document for the proper statements to include.
* If awarding Opioid Medication Education Credit, the Opioid Credit Statement should be included on the Landing Page, Evaluation Form, and Certificate of Completion.

**Post-Activity Materials**

For Enduring Materials, post-activity materials are submitted on a quarterly basis in **April, July, October, and January** for the preceding three months. **Enduring Materials may be available to learners for up to the 3 years from the launch date.**

|  |  |
| --- | --- |
|  | **Post-CME Activity Report** – includes number of physicians and other learners and financial information |
|  | **Attendance Sheet(s)**  - Listing names of all who completed the enduring material activity. |
|  | **Physicians Claiming CME Spreadsheet -** Completed only for physicians (MDs and DOs) who have agreed to allow MMET to report credits earned on their behalf. |
|  | **Evaluations/Evaluation Summary** |