The following items and documentation are needed to complete the CME application. Templates for the required attachments are embedded in the CME Application Guidelines. Attach the items and include in the CME application packet.

1. Completed application - answer all questions including the budget items and the last 2 questions on the budget page regarding the management of finances– revenue must equal or exceed expenses.

2. Application signed by Department Chair and Program Director.

3. Budget page, listing anticipated expenses and revenues, must be completed.

4. Disclosure of Relationships and Declaration Forms for the Activity Director/Planning Committee/Speakers/Moderators (sample of completed form and actual form attached).

5. Copy of the flyer or brochure

6. Copy of the program agenda.

7. Summary of the evaluation responses from last year.

8. Sample of the evaluation form to be used for this activity.

9. The program budget summary of actual income and expenses from last year.

10. Needs assessment documentation – shows how education and training needs were determined and includes input from a variety of sources. Use and include the Activity Development Worksheet to identify the performance (or quality) gap(s) and the desired outcomes. Below are issues to consider:

   1) identify the current state (shortcomings) of the target group’s

   2) identify the type of deficit the activity will address and focus on one area - competence/performance/patient outcomes

   3) explain how the educational needs were determined

   4) Identify and list the resources and references used – i.e. QI data, chart audits, physician surveys, clinical guidelines, ABMS MOI, IOM competence guidelines, etc

   5) Identify the desired outcomes and at the level you want your target audience to perform after the activity.

   6) Identify and list 3 or 4 learning objectives that will help close the “learning gap”.

11. Program planning documentation – this shows who is involved in the planning of the programs and the planning process. To document the process you can attach minutes from program planning meetings, e-mail discussions about continuing medical education initiatives; or a paragraph from the program director documenting the program planning process.

12. A sample of the engagement letter to your speakers.

13. $350 application fee or transaction correction form showing budget transfer of $350 to OCME.

Call OCME at 215-762-2580 with questions.