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.**

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

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

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|  | **Payment** Amount: Paid by: Credit Card or Check – An invoice will be sent if payment does not accompany the application |
|  | **Joint Providership Agreement -** - To be submitted one time by a Joint Provider organization. Once an Agreement is on file, it does not need to be submitted with subsequent applications |
|  | **CME Application** |
|  | **Bios/CVs/Resumes of Presenters** |
|  | **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 |
|  | **Landing Page - Access to draft form or PDF copy of Landing Page where learners will access the enduring material** – with Joint Providership Statement, AMA Credit Designation Statement, Opioid Prescribing Education Statement, if applicable, 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, AMA Credit Designation Statement, and Opioid Prescribing Education Statement, if applicable; question asking, “what changes will you make to your practice as a result of this activity?”, and include a method for asking learner consent to have CME credits reported |
|  | **CME Certificate** – with title, dates, AMA Credit Designation Statement, Accreditation Statement, opioid prescribing education statement if applicable, activity type, number of CMEs awarded |
|  | **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. |

**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 ‘Statements for Materials – Joint Providers’ document for the proper statements to include.
* If awarding Opioid Prescribing Education Credit, the Opioid Prescribing Education Statement should be included on the Landing Page, Evaluation Form, and CME Certificate.

**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.**

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|  | **Post-CME Activity Report** – includes number of physicians and other learners and financial information |
|  | **Attendance Sheet(s)**  - Listing all who completed the enduring material activity. |
|  | **Physicians Claiming CME Spreadsheet -** Completed for physicians (MDs and DOs) who have agreed to allow MMET to report credits earned on their behalf. Others earning credit or participating can be listed on the spreadsheet and highlighted in red. |
|  | **Evaluations/Evaluation Summary** |