UNM CME Application: Part 1 (Basic Information)

We are here to help. For support or questions, please call 505-272-3942 or email hsc-cpl@salud.unm.edu. This is a 2-part process. We will email you the link to Part 2 via Smartsheet. Only applications with complete information will be approved.

The CME educational planning process consists of several essential steps:
Plan the activity -> Apply for CME credit approval -> Implement the activity -> Complete an Outcomes Summary Please watch this video for a comprehensive overview of the process: [video]

Accreditation fees will be assessed. Contact our office for fee information.

CME Activity Title*

Organization Name*

Address*   City*   State*

Coordinator or Administrative Staff completing this form*

Coordinator or Administrative Staff Phone*
xxx-xxx-xxxx

Coordinator or Administrative Staff Email*

Education Planning Faculty/Course Director Name*

Education Planning Faculty/Course Position*

Education Planning Faculty/Course Director Phone*

Education Planning Faculty/Course Director Email*

Other Education Planning Faculty/Course Director Name
Planning committee members or anyone who is responsible for selection of content, selection of speakers, or creation of content. (Such as professor, fellow, resident, student or other interprofessional team members)

Other Education Planning Faculty Position

Other Education Planning Faculty/Course Director Phone

Other Education Planning Faculty/Course Director Email

Activity Type*

Calendar Year of Activity*

Date of Activity*
Enter the date of your one-time activity.

Please estimate the number of credit hours for the program and how you determined the value. CPL staff will review the program and verify the credits.*

Where will your activity be held?*

Providership - Select the type of event.* (Is this activity organized by UNM?)

> Yes (Direct)

> No (Joint) If this is a Jointly Provided activity, please provide the organizations name.*

Financial Disclosure Process -- Each presenter and program planner must complete an online Faculty Disclosure form prior to the activity. If presenters or planners do not complete a disclosure statement prior to the activity, they will be disqualified from presenting, or the activity will not be certified for CME credit.

The disclosure information needs to be provided to the audience in writing, whether the faculty has a financial relationship or not. This can be done in a written disclosure statement given to the participants at the activity.

If there is a conflict of interest, contact CPL staff, so we can provide you with guidance to resolve the conflict.

Will the activities be supported by funds from an ACCME defined ineligible company, such as a manufacturer of drugs, devices or services?*

> Yes

> No

Commercial Support Source*
(Exhibitor Name)

Monetary Amount Received*

If receiving commercial support, please check all boxes below that apply for the kind of support received.

> Durable Equipment

> Facilities/Space

> Disposable Supplies

> Animal Parts or Tissue

> Human Parts or Tissue

> Other Support:

The UNM School of Medicine has official honorarium guidelines.
Our policy can be found here: https://app.box.com/s/lm32m4rj9qzswdcn41ogqiu389foftow

Learning & Feedback form (evaluation form) must be completed by each learner for your activity.

Please see our sample Learning & Feedback forms for the required CME questions. You are encouraged to add items to evaluate your activity that are specific to the goals of your program.

The evaluation summary must be compiled and uploaded in Smartsheet in your upload form.

The department/organization is responsible for submitting attendance records through the Smartsheet System. Attendees may sign-in 15 minutes prior to the activity, during the activity and 15 minutes after the activity.

> I have read and understand the Financial Disclosures, attendance process, and reporting process, and understand that if these processes are not followed that CME credit may not awarded.*
>
> I understand Accreditation fees will be assessed. I will contact your office for rate and fee information.*

File Attachments - PDF's are Preferred*
Items to be uploaded:
1.) A Sample Announcement that includes the disclosure statement & accreditation statement
2.) Learning & Feedback form (evaluation form)
3.) If the activity is more than an hour, include an agenda that lists the speaker(s), the presentation titles and the start/end time for each session of your activity.

Application Deadlines:
One Time Events (Live courses (in-person or virtual):

- Due at least 30 Days prior to the beginning of the activity
- If enlisting CPL Event Planning Services, both applications parts must be submitted prior to the first planning steps.

Application rush fee:
A rush fee will be accessed if the following items are not received 30 days prior to the activity.

1. Application: Basic Information Part 1
2. Education Planning Form Part 2
3. Education Planning Faculty Disclosure form(s)
4. The Draft Agenda
5. Announcement template
6. Learning & Feedback Template selected

Thank you for your commitment to education!

Send me a copy of my responses

Submit