



CME Process Checklist – All Steps Must be Completed through the ACS CME Platform

Planning the Activity

- Submit the CME Activity Form through the Platform, prior to the start of the planning process. You will receive an email from CPDA@facs.org after a review of your submission, detailing the next steps.
- Planning disclosure forms must be completed prior to first planning meeting
- Document the planning process (minutes/narrative) that illustrates how scientific content developed, topics and speakers were selected, etc.
- Submit any preliminary mailings, call for abstracts, exhibitor letters/prospectus via the Platform for approval prior to distribution

90 Days Prior to the Activity

- Submit the following through the Platform
 - CME Credit Application
 - Planning Documentation (minutes, narrative)
 - Disclosure Forms signed by the Planning Committee
 - Post-test (if applying for Self-Assessment Credit)

You will receive an email from CPDA@facs.org, after a review of your submission, detailing the requirements for the next steps described below.

After Approval

- Send Disclosure Forms to all Faculty (Speakers/Moderators/Presenters/Discussants)
- Review all Disclosure Forms for any noted Conflicts of Interest (COIs)
- Designated official (MD/DO) must complete management portion of the Disclosure Form if potential conflicts of interest exist
- Compile Disclosure Summary indicating all Speakers/Moderators/Presenters/Discussants names, roles, and disclosures. Submit through ACS CME Platform.
- Complete Letters of Agreement (LOAs), if receiving educational grants/ Submit through ACS CME Platform.
- Evaluation Forms printed (or electronic system set up – must be approved by Division of Education)
- Submit a draft of the following items from the program through the Platform for approval prior to finalizing, including:**
 - Objectives
 - Accreditation Statement
 - AMA Credit Statement (and Self-Assessment, Regulatory Mandated Credit Statement, if applicable)
 - Disclosure List or Disclosure Policy Paragraph (if including the list in the program is not possible due to space/printing deadline)
- Submit the following items through the Platform 5 days prior to the start of the educational activity:**
 - Disclosure Summary
 - Disclosure List Insert (if the list was not included in the program directly due to space/printing deadline)
 - All signed Letters of Agreement (LOAs)

After Activity

- Submit Attendance List through the Platform (deadline: 30 days after for live meetings/internet live/RSS; monthly/quarterly for all other formats)
 - Include credits earned by referencing evaluation forms completed by learners (and include SA & RM credits, if applicable)
- Electronically distribute Post-Activity Survey to all learners via email or survey tool (deadline: 2 months after activity)
- Submit Final Report through the Platform (deadline: 4 months after for live meetings/internet live/RSS; annual basis for all other formats) including
 - Three samples of the following:
 - Evaluation forms
 - Post-activity surveys
 - Summary of all comments from:
 - Evaluation forms
 - Post-activity surveys