

Steps to Follow for CME Programs

1. Complete CME Application - packet must include:
 - the needs assessment documentation
 - the program planning documentation
 - Enclose the Disclosure of Relationship and Declaration Form (Disclosure) for **EACH** member of the program planning committee.
 - Program Agenda and draft of the brochure/flyer
 - Sample Letter to Speaker
2. Send the following items to the speaker(s):
 - Letter to Speaker
 - Speaker Guidelines
 - Disclosure of Relationship and Declaration Form (if Disclosures are not in file, credit is not awarded)
3. Have each speaker forward (prior to the activity) the completed Disclosure and his/her CV to the Office of Continuing Medical Education (OCME) (fax # 215-762-2589) and a copy to the program director.
4. All commercial support must be preceded by a Letter of Agreement (LOA). The LOA must be signed by the commercial entity and sent to the OCME prior to the activity for the CME Director's signature. A copy of the fully executed LOA must be placed in the CME file.
5. CME Announcements must be made at the **START** of the CME activity and must include an announcement of the speaker's commercial relationships (or lack of relationships), the method used to resolve conflicts of interest (if applicable) and the source(s) of commercial support. Also announce that evaluation forms must be returned to the registration personnel at the end of the conference.
6. Submit all marketing materials to the OCME for approval prior to distribution or printing. Marketing material must contain the following (see sample for specific placement of items):
 - Target Audience
 - Program Objectives
 - Appropriate Accreditation and Disclosure Statements
 - Acknowledgement of Educational Grants
 - Program Schedule
7. Conference attendance sheets must conform to OCME guidelines. Attendees (MDs and non MDs) must sign-in. Sign-in sheets must be forwarded to OCME. Attendance must be monitored by registration staff. If attendees leave early the number of credits earned, must be adjusted accordingly.
8. A list with the attendee's name, address and degree type must be forwarded to OCME so that CME certificates can be prepared and mailed.
9. At the conclusion of the program the Program Director/Moderator (or her designee) must complete the Verification and Resolution Form attesting that he/she has complied with all CME requirements. The form must be forwarded to OCME before credit can be awarded.
10. Immediately following the conference, send the sign-in sheet, Verification and Resolution Form and three copies of handouts and ten copies of the final brochure to the OCME.
11. Within 30 days following the conference, send a summary of the evaluations, financial transactions (copies of checks, receipts, invoices) and the financial summary (summarizing actual expenses and revenue) to the OCME.