

OCME Reminder – Post Activity Follow-up

1. Submit required documents to OCME following the activity:

- a. The *Verification and Resolution Form* is the program director's confirmation that all compliance requirements were addressed before and during the CME activity. Check all the boxes that apply including the first two, which **must** be a standard part of your routine. The form must be signed and dated by the program director **after** the activity and forwarded to the OCME.
- b. Submit sign-in sheets, registration detail (for conferences).
- c. Sample of syllabus and copy of materials distributed to participants including:
 - CME information sheet with the accreditation statement, target audience and learning objectives
 - Acknowledgement handout listing funding sources
 - Acknowledgement handout listing faculty disclosures and method for resolving potential conflicts of interest.
- d. A financial report (program budget summary) and copies of all financial transactions (sponsor checks, check requests, invoices, vendor and honoraria payments, etc.) must be forwarded to OCME.
- e. CME credit is **not released** if all speaker Disclosures and the signed Verification form are not on file in the OCME.
- f. Evaluation Summary
- g. Review Data Submission Schedule to ensure all documents have been forwarded to the OCME
- h. Remind speakers to submit the credit claim form to request "teaching credit" and credit for participating in "other" segments of the conference.