ACS CME Checklist

Planning the Activity
☐ Submit the CME Activity Form to CPDA@facs.org prior to the start of the planning process.

☐ Planning disclosure forms must be completed prior to first planning meeting

☐ CME Credit Application completed during planning of activity

☐ 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 to CPDA@facs.org for approval prior to distribution

90 Days Prior to the Activity
☐ Submit the following to CPDA@facs.org
   □ CME Credit Application
   □ Planning Documentation (minutes, narrative)
   □ Disclosure Forms signed by the Planning Committee
   □ Post-test (if applying for Self-Assessment Credit)

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

☐ Disclosure List compiled indicating all Speakers/Moderators/Presenters/Discussants names, roles, and disclosures

☐ Complete Letters of Agreement (LOAs), if receiving educational grants

☐ 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 to CPDA@facs.org 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 to CPDA@facs.org 5 business 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)
   □ Signed Letters of Agreement (LOAs)

After Activity
30 Days
☐ Submit Attendance List to CPDA@facs.org

☐ Include credits earned by referencing evaluation forms completed by learners (and include SA & RM credits, if applicable)

2 Months
☐ Electronically distribute Post-Activity Survey to all learners (email or e-blast)

4 months
☐ Submit Final Report to CPDA@facs.org including
   □ Three samples of the following:
      □ Evaluation forms
      □ Post-activity surveys
   □ Summary of all comments from:
      □ Evaluation forms
      □ Post-activity surveys