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

☐ Complete Disclosure Summary indicating all Speakers/Moderators/Presenters/Discussants names, roles, and disclosures. 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