



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