**What You Need to Know Before Applying for CME**

Thank you for your interest in offering a Continuing Medical Education (CME) activity. All applications submitted for *AMA PRA Category CreditTM* are reviewed by the CME Staff. Applications must be complete, with all addendums attached, for the application to be reviewed. It is strongly suggested that applications be submitted **3-9 months in advance** of the activity date. Applications received less than 3 months prior will be accepted at the discretion of the CME Program and may be subject to late fees.

**Before beginning an application please contact the following CME staff member:**

For a University Hospitals Activity: Takia Gardner; Takia.Gardner@uhhospitals.org; 216-983-1237

For a CWRU Activity: Amy Pisman; amy.pisman@case.edu; 216-983-1230

For a Regularly Scheduled Series (grand rounds): Rachel Fishman; Rachel.Fishman@uhhospitals.org; 216-983-1228

1. Please review the **blank** Application Form [here.](https://cwru.cloud-cme.com/assets/cwru/PDF/Blank%20Cloud%20Application.pdf) Note this is for informational purposes only.
2. Be prepared to attach the following documents as part of the application:
* Activity Agenda – use template [here](https://cwru.cloud-cme.com/assets/cwru/PDF/CloudAgendaImport-SAMPLE.xlsx)
* Budget Estimate – template [here](https://cwru.cloud-cme.com/assets/cwru/PDF/Income%20and%20Expense%20Statement%20Template.xlsx)
* Practice gap/Needs Assessment documentation from at least 2 sources
* Planning Committee and Faculty Listing including academic and clinical appointments
* Marketing and publicity samples, if available
* List of prospective sources of commercial support, if applicable
1. The Application must be completed online and is found here: <https://cwru.cloud-cme.com/application.aspx>
* Click on “New Application” to begin.
* You may close out of the application and return to make edits at any time as long as you fill out all the required (red boxed) questions in that section.
* Hit “Save and Continue” at the end of each section to proceed to the next section.
* Once finished with the application, click the “Submit to Review” button on your application screen.
1. Disclosure Forms:
* Disclosure forms are completed directly online.
* After including the activity director, planning committee members, and presenters on the application, each will receive an email requesting him/her to complete an online disclosure form. If there is an online disclosure already in the system, the course coordinator will need to confirm with the presenter that the disclosure is accurate and up to date.
1. Administrative Fees:
* Please discuss fees with your designated CME staff member. See above.

All CME educational activities must be developed and presented in compliance with the Accreditation Council for Continuing Medical Education (ACCME) accreditation requirements, the requirements of the American Medical Association (AMA) Physician Recognition Award (PRA) program and the CWRU School of Medicine CME Program Policies.