

CME PLANNING TIMELINE/TASKS & RESPONSIBILITIES CHECKLIST

BEFORE PROGRAM			
	SAAHEC	Applicant	Task
3-6 MONTHS PRIOR		X	Contact SAAHEC Office to request support for CME Certification.
		X	Submit online Pre-Application/Partnership Proposal to SAAHEC Office.
	X	X	Planning meeting with SAAHEC to review, discuss & edit pre-application/ Proposal; determine next steps.
		X	Submit CME Planning Worksheet/Application for SAAHEC Review & Approval.
		X	Submit all activity planner Disclosure & Attestation Forms to SAAHEC CME Coordinator.
	X		Review completed Planning Worksheet/Application & Disclosures.
	X		Identify and mitigate relevant financial relationships among activity planners.
3 MONTHS PRIOR		X	Submit all Faculty/Speaker Disclosure & Attestation Forms to SAAHEC CME Coordinator.
	X		Identify and mitigate relevant financial relationships for Faculty/Speaker(s).
	X		Submit application(s) to appropriate entities for accreditation approval, if applicable.
1-2 MONTHS PRIOR	X		Notify applicant of accreditation approval status; provide requisite accreditation & disclosure statements for marketing material; post upcoming program info on SAAHEC website.
		X	Submit marketing materials to SAAHEC for review and approval (brochures, fliers, hand-outs, post cards, email announcements, etc.) PRIOR TO DISTRIBUTION
	X		If requested, develop online CVENT registration and event information website.
2 WEEKS PRIOR		X	Submit FINAL speaker slides/educational handouts to SAAHEC office for review.
		X	Submit activity-level participant feedback & post-activity evaluation/outcomes assessment for SAAHEC review/approval; Submit attendance tracking forms/mechanisms for review.
	X		Review/approve educational materials and activity feedback & outcomes evaluation.
	X	X	Finalize attendance tracking mechanisms (i.e. sign-in sheets, online attendance reports, etc.).
AFTER PROGRAM			
1-2 WEEKS AFTER		X	Submit participant list/attendance tracking documentation to SAAHEC.
	X		Submit activity-Level Participant Feedback summary survey data submitted to SAAHEC.
	X		Issue CME Certificates to verified participants.
2 MONTHS AFTER		X	Commitment-to-Change/Outcomes evaluation distributed to participants; summary results provided to SAAHEC