

## UNM CME Application: Part 1 (Basic Information)

We are here to help. For support or questions, please call 505-272-3942 or email hsc-cpl@salud.unm.edu. This is a two-part process. We will email you the link to Part 2 via Smartsheet. Only applications with complete information will be approved.

The CME educational planning process consists of several essential steps:  
Plan the activity -> Apply for CME credit approval -> Implement the activity -> Complete an Outcomes Summary Please watch this [video](#) for a comprehensive overview of the process: [video]

UNM RSS activities are accredited for free.

CME Activity Title\*

Department or Organization Name\*

Address\*

City\*

State\*

Coordinator or Administrative Staff completing this form\*

Coordinator or Administrative Staff Phone (xxx-xxx-xxxx) \*

Coordinator or Administrative Staff Email\*

Education Planning Faculty/Course Director Name\*

Education Planning Faculty/Course Position\*

Education Planning Faculty/Course Director Phone\*

Education Planning Faculty/Course Director Email\*

Other Education Planning Faculty/Course Director Name(s)

Planning committee members or anyone who is responsible for selection of content, selection of speakers, or creation of content. (Such as professor, fellow, resident, student or other interprofessional team members)

Other Education Planning Faculty Position (Such as professor, fellow, resident, student or other interprofessional team members)

Select the type of activity. \*

RSS - Regularly Scheduled Series/RSS (e.g. grand rounds, tumor board, journal club, M&M)

Please contact CPL about deploying your IEM or ISL on the CPL Learning Cloud.

Calendar Year of Activity\*

First Date of Activity\*

If this is a Regularly Scheduled Series/RSS (e.g. Grand Rounds), enter the date of your first activity. For all others, indicate the first day of your activity.

Last Date of Activity\*

If this is a Regularly Scheduled Series/RSS (e.g. Grand Rounds), enter the date of your last activity. For all others, indicate the last day of your activity.

What day(s) of the week is your activity most often held? \*

Are there dates in which the activity does not occur? (e.g. We do not hold any activities in December) \*

Please estimate the number of credit hours for the program and how you determined the value. CPL staff will review the program and verify the credits. \*

How often do you hold your activity? \*

If other occurrences please specify below.

How many activities do you hold on an annual basis? \*

Where will your activity be held? \*

Providership - Select the type of event. \*

Is this activity organized by UNM?

Yes (Direct)

No (Joint)

**Financial Disclosure Process** -- Each presenter and program planner must complete an online Faculty Disclosure form prior to the activity. If presenters or planners do not complete a disclosure statement prior to the activity, they will be disqualified from presenting, or the activity will not be certified for CME credit.

The disclosure information needs to be provided to the audience in writing, whether the faculty has a financial relationship or not. This can be done in a written disclosure statement given to the participants at the activity.

If there is a conflict of interest, contact CPL staff, so we can provide you with guidance to resolve the conflict.

Will the activities be supported by funds from an ACCME defined ineligible company, such as a manufacturer of drugs, devices or services? \*

Yes

No

Commercial Support Source\*

Monetary Amount Received\*

If receiving commercial support, please check all boxes below that apply for the kind of support received.

Durable Equipment

Facilities/Space

Disposable Supplies

Animal Parts or Tissue

Human Parts or Tissue

Other Support

The UNM School of Medicine has official honorarium guidelines.

Our policy can be found here: <https://app.box.com/s/lm32m4rj9qzswdcn41ogqiu389oftow>

**Learning & Feedback Forms (including evaluation) must be completed for each session (e.g., if your activity is a weekly grand rounds, attendees complete the form each week).**

Please see our sample Learning & Feedback form for the required CME questions. You are encouraged to add items to evaluate your activities that are specific to the goals of your program.

The evaluation summaries must be compiled and uploaded to CPL twice per year (January-June and July-December).

**Attendance Process** -- The department/organization is responsible for submitting attendance records through the Smartsheet System. Attendees may sign-in 15 minutes prior to the activity, during the activity and 15 minutes after the activity.

I have read and understand the Financial Disclosures, attendance process, and reporting process, and understand that if these processes are not followed that CME credit may not be awarded. \*

I understand UNM RSS activities are accredited for free. Accreditation fees for other activity types may be assessed. I will contact your office for rate and fee information. \*

This is a two-part process. An email, with the link to Part 2 will be emailed to you. Click on the link in the yellow box in the email to access Part 2.

File Attachments - PDF's are Preferred\*

Items to be uploaded:

- 1.) A Sample Announcement that includes the disclosure statement & accreditation statement.
- 2.) Learning & Feedback form (evaluation and assessment tool)
- 3.) If the activity is more than an hour, include an agenda that lists the speaker(s), the presentation titles and the start/end time for each session of your activity.

RSS Application Deadlines:

Regularly Scheduled Series (e.g. grand rounds): due October 11, 2021 for (January 1 - December 31, 2022)

Thank you for your commitment to education!