

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

**We are here to help. For support or questions, please call 505-272-3942 or email [hsc-cpl@salud.unm.edu](mailto:hsc-cpl@salud.unm.edu). This is a two-part process. An email, with a link to the second part, will be sent to you. Only applications with complete information will be approved.**

**UNM RSS activities are accredited for free. Accreditation fees for other activity types may be assessed.**

**Contact our office for rate and fee information.**

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 Position\*

Education Planning Faculty/Course Director Phone\*

Education Planning Faculty/Course Director Email\*

Other Education Planning Faculty/Course Director Name (Highly recommended to include fellows/residents/students on the planning team)

Other Education Planning Faculty Positions (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)

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. \*

Will you be applying for MOC/CC credit for your activity?      Yes      No  
If "yes" which Board will you apply for:

- CPL can only authorize and report MOC/CC for these boards
- CPL will send you more information on setting up MOC/CC credit

American Board of Anesthesiology

American Board of Internal Medicine

American Board of Ophthalmology

American Board of Ophthalmology - Head and Neck Surgery

American Board of Pathology

American Board of Pediatrics

American Board of Surgery

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/lm32m4rj9qzswdcn41loggiu389foftow>

Please see our sample Learning & Feedback forms for the required CME questions. You are encouraged to add items to evaluate your activities that are specific to the goals of your program. Learning & Feedback forms MUST be completed by each learner for each activity that they attend.

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

Outcome Summary will be due after the activity concludes or by the last day of February of the following year.

**Attendance Process:** The learners are responsible for signing in with the provided sign-in link from the departments/organizations. Attendees may sign-in 15 minutes prior to the activity, during the activity and 15 minutes after the activity. Retroactive credit will not be awarded.

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 II will be emailed to you. Click on the link in the yellow box in the email to access Part II.

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 17, 2022 for (January 1 - December 31, 2023)

Thank you for your commitment to education!