

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. 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*

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 Position
Such as professor, fellow, resident, student or other
interprofessional team members.

Other Education Planning Faculty/Course Director Phone

Other Education Planning Faculty/Course Director Email

Activity Type*

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

For rate and fee information:

Please contact CPL at 272-3942 or hsc-cpl@salud.unm.edu

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.

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.*

Where will your activity be held?*

Providership - Select the type of event.* (Is this activity organized by UNM?)

Yes (Direct)

No (Joint) If this is a Jointly Provided activity, please provide the company name.*

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*
(Exhibitor Name)

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 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.

Application Deadlines:

One Time Events (courses/internet live/internet enduring materials):

- Due at least 30 Days prior to the beginning of the activity
- If enlisting CPL Event Planning Services, both applications parts must be submitted prior to the first planning steps.

Application rush fee:

A rush fee will be accessed if the following items are not received 30 days prior to the activity.

1. Application Form
2. Education Planning Form
3. Education Planning Faculty Disclosure Form
4. The Draft Agenda
5. Learning & Feedback Template Selected

Thank you for your commitment to education!

Send me a copy of my responses

Submit