

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 2-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]

Accreditation fees will be assessed. Contact our office for 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(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

Other Education Planning Faculty Phone

Other Education Planning Faculty Email

Activity Type*

EM - Enduring Materials

Please contact CPL about deploying your Enduring Material on the [CPL Learning Cloud](#).

For rate and fee information:

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

EM End Date (3 years) *

Enduring Materials can be approved for three years. No changes can be made during this time, unless notifying the CPL office. If it is reviewed and re-released, the date can be extended for another three years from the re-release date. Depending on the changes, a new application may need to be provided.

EM Website*

Please provide us with a link to your website, so we can review it.

EM Generic Username*

Please provide us with a generic username to your website, so we can review it.

EM Generic Password*

Please provide us with a generic password to your website, so we can review it.

Calendar Year of Activity*

First Date of 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. *

Please provide the names of those who reviewed the activity to help determine its length. *

Providership*

Is this activity organized by UNM?

Yes (Direct)

No (Joint)

Financial Disclosure process - Each presenter, program planner, and reviewer 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 relevant financial relationship (RFR) (formerly, conflict of interest (COI), 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

If "yes" 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: <https://app.box.com/slm32m4rj9qzswdcn41ogqiu389foftow>

Only learners who complete the Learning & Feedback form (evaluation form) will receive CME credit.

Please see our sample Learning & Feedback forms for the required CME questions.

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 Accreditation fees will 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 form)
- 3.) If the activity is more than an hour, include a content outline of the Enduring Material (EM)

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

1. Application: Basic Information Part 1
2. Education Planning Form Part 2
3. Education Planning Faculty Disclosure form(s)
4. Content Outline
5. Learning & Feedback template selected and adapted for your activity

Thank you for your commitment to education!

Send me a copy of my responses

Submit