



# CONTINUING MEDICAL EDUCATION POLICY AND PROCEDURE MANUAL

OFFICE OF CONTINUING MEDICAL  
EDUCATION

NUMBER: 10.0

SUBJECT: Required Documentation

ORIGINATION DATE 4/96

CURRENT REVISION DATE: 6/00

PAGE: 1 OF 1

**SUBJECT: Required Documentation for CME Activity File**

## BEFORE THE CME ACTIVITY

- \* 1. Completed Application for Category 1 Designation
- \* 2. Documentation of Need
- \* 3. Topics, objectives, and speakers with time frames
- \* 4. Curriculum vitae of all course presenters
- \* 5. Proposed budget
- 6. Full Disclosure Declaration for each speaker
- \* 7. Brochure, flyer, or other promotional material (DRAFT)
- 8. Speaker Confirmation Form and confirmation letter (if applicable)
- 9. Planning notes and related correspondence
- 10. Letter of Agreement for Commercial Support (if applicable)
- 11. Application processing fee and meeting fees for grand rounds

## AFTER THE CME ACTIVITY - Due within 30 days

- 1. Sign in form/Attendance record
- 2. Evaluation summary
- 3. Handout materials
- 4. Complete budget/Accounting
- 5. Actual promotional flyer/brochure
- 6. Participant CME fees and other fees per budget

\*Required prior to CME Committee consideration