



6 EASY STEPS TO CERTIFICATION OF CME ACTIVITIES

Step 1 – Contact the CME Staff prior to planning

- The Activity Director or their designee contacts Office of CME to plan an educational activity for *AMA PRA Category 1 Credit*[™]; if desired, meet with CME coordinator to discuss.

Step 2 – Submit a completed CME Application

- An online application will be sent to you after initial discussion with the CME Staff. It may take up to 4 to 6 weeks for approval. For programs submitted with less than 6 weeks, please contact the CME Staff by phone at 512.341.4939 or by email at cme@tamu.edu

Step 3 – Upon approval the following information is sent via email to the Activity Director or Designee:

- Required Elements for Brochures, Flyer, Agenda, Syllabi, and/or enduring materials, Grant Letter of Agreement (LOA)(if applicable)*.
- A link to the course so that learners can complete their evaluation via the learning management system
- Disclosure to learner slide to either be shown or read before the start of the activity.

**Note: Please submit grant letter(s) of agreement for review and signature as soon as possible. Both the ineligible company and the CME Staff must sign the LOA prior to acknowledgement of support in any printed collateral or promotion.*

Step 4 – Prepare and submit to CME Staff any draft marketing materials (save-the-date card, brochure, email announcement, website, etc).

Step 5 – Activity Director and CME Staff work together to ensure all CME disclosures have been completed by planning committee members/speakers/authors.

- CME Staff will review the disclosure information for each individual and take necessary steps to mitigate any potential conflicts of interest prior to the activity using the following options:
 - Option 1: Divest the financial relationship
 - Option 2: Peer Review of content by persons without relevant financial relationships
 - Option 3: Attest that the clinical recommendations are evidence-based and free of commercial bias

**Note: if the activity is Internet-based or an enduring material, CME Staff will review and approve all content prior to the release of the activity.*

Step 6 – Following the CME activity, submit the following to CME Staff within 14 days.

- Copy of participant list, sign in sheet, etc.
- Evaluation summary
- Final budget report, listing all income and expenses (*if applicable*)