



CME Process Checklist

Activity, Budget, and ACS CME Process Page

PLANNING THE ACTIVITY (CME ACTIVITY FORM STEP IN CME PROCESS PLATFORM)

• CME Activity Form (CME Activity Form Step in CME Process Platform)
• Attach activity form to the activity page.
• Email CPDA@ac.edu for questions.

• Prepare Director Form (Director Form Step in CME Process Platform)
• Attach Director Form to the activity page.
• Email CPDA@ac.edu for questions.

• Determine activity cost (Activity Cost Step in CME Process Platform)
• Attach activity cost form to the activity page.

• Submit activity page to CPDA@ac.edu for review.

90 DAYS PRIOR TO THE ACTIVITY (CME APPLICATION STEP IN CME PROCESS PLATFORM)

- CME Activity Form (CME Activity Form Step in CME Process Platform)
- Director Form (Director Form Step in CME Process Platform)
- Director Form (Director Form Step in CME Process Platform)
- Prepare (Prepare Step in CME Process Platform)

Note: Once activity page is submitted to CPDA@ac.edu, you will receive an email from CPDA@ac.edu regarding the activity page. Please check your email for any updates or questions.

AFTER CME APPROVAL (PRE-ACTIVITY STEP IN THE CME PROCESS PLATFORM)

oe Send Director Fee, as applicable, (a / d a / s / d h e a / a s s).

oe Return a Director Fee, as applicable, to the Director (COI).

oe Deposit a Director Fee (MD/DO), as applicable, to the Director's Office.

oe Collect the Director's Fee, as applicable, from the Director's Office.

oe Collect a Director Fee (a b , a d , a b , a c d a c) , a c t d a c t d :
Pay a Return Fee, as applicable, to the Director's Office.

oe Collect a License Fee (LOA) as applicable, from the Director's Office.

oe Pay a Director Fee, as applicable, to the Director's Office.

oe Transfer C E , as applicable, to the Director's Office.

oe Pay a Director Fee (a b , a d , a b , a c d a c) , a c t d a c t d :

oe Ob g

oe Acc d h a S a

oe AMA C d S a (a d S - A , R t (D T) , a b , a s) - t

AFTER ACTIVITY (ATTENDANCE AND FINAL REPORT STEPS IN THE CME PROCESS PLATFORM)

