



**National
Medical
Association**

NATIONAL **M**MEDICAL **A**SSOCIATION

Continuing Medical Education

Planning Steps Guide (Part A)
with
Forms and Template Resource
Documents (Part B)

INTRODUCTION

The NMA is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education through its Annual Scientific Assembly and Region, State and Local conferences. As an accredited provider of the ACCME, the NMA is committed to addressing the educational needs of physicians, measuring educational effectiveness and continual quality improvement.

All continuing medical education presented in the name of the NMA must meet specific criteria in order to assure quality level education, professional development for practicing physicians and NMA accreditation by the ACCME. Failure of Program Directors to adhere to NMA policies and processes may jeopardize NMA's standing with the ACCME and its ability to continue to certify educational activities for CME credit.

Each of the steps described in this booklet must be performed and documented to provide quality education and meet ACCME requirements. In order to complete all steps in a satisfactory manner, planning must begin one year prior to the activity.

These planning steps are designed to guide you through the process of identifying an educational need, developing objectives based on that need, effectively designing the educational activity and evaluating the outcome or potential effect on the physician's application of learning to patient care.

An understanding of the link between the need, the objectives, activity design and evaluation/outcome measures are a critical foundation for the planning steps which are described in this document. All planners must adhere to demonstrating and documenting this linkage.

Please note references to the FORMS AND TEMPLATES COMPANION DOCUMENT to the planning steps.

Colin C. Syphax, Director
William E. Matory, Sr., M.D.
Continuing Medical Education Department
National Medical Association
Phone: (202) 347-1895 x 242 or 230
Email: cme@nmanet.org

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ACKNOWLEDGMENTS

This planning guide was developed with the assistance of:

- Jane Ruppenkamp
CME Specialist
Bristow, VA

For additional information, please contact:

Colin C. Syphax
CME Director
William E. Matory, Sr., M.D.
Office of Continuing Medical Education - NMA
Phone: 202 207-1561
Email: csyphax@nmanet.org

Felicia Charlouis
CME Administrative Assistant
William E. Matory, Sr., M.D.
Office of Continuing Medical Education - NMA
Phone: 202 207-1540
Email: fcharlouis@nmanet.org

PLANNING STEPS REGIONS - STATES

REGIONS & STATES	STEPS
PRE-ACTIVITY	
JUNE TO JULY	<ol style="list-style-type: none"> 1. Obtain minutes of the Region Planning Committee, determine the education need for the activity and collect disclosure forms for Program Director and Planning Committee members. 2. Assemble documents required for activity 3. Perform an assessment to determine education needs. 4. Identify audience. 5. Establish objectives. 6. Design the activity. 7. Develop the budget. 8. Select and invite faculty. 9. Collect disclosures of faculty. 10. Review Disclosures. 11. Submit completed Disclosure Forms. 12. Resolve potential Conflict of Interest. 13. Submit CME application to the Director of CME for Review and Approval.
AUGUST	
SEPTEMBER	<ol style="list-style-type: none"> 14. Seek funding after approval of CME application by Director of CME, 15. Participate in Training and Planning CME Workshop.
OCTOBER Board Meeting CME Workshop	<ol style="list-style-type: none"> 16. Collect remainder of all faculty materials. 17. Present to Director before printing. 18. Draft the activity brochure. 19. Submit presentations to Central office for review/approval prior to printing.
NOVEMBER- DECEMBER	<ol style="list-style-type: none"> 20. Print/mail brochures only after approval by Director of Continuing Medical Education. 21. Submit signed letters of agreement and copy of grant (checks) to Director of CME. 22. Prepare activity manual once all other on-site materials are available. 23. Send final product to Director of CME before printing. 24. Print all on-site materials. <p>Present Activity</p>
ON-SITE APRIL/MAY	<ol style="list-style-type: none"> 25. Make sure all participants including planners, faculty, audience sign (designates title, print address and email). 26. Ensure that verbal disclosure is made. 27. Have all participants complete the Evaluation Form. 28. Have all participants complete and submit the complete evaluation form. 29. Immediately after the event, send all material to NMA Central Office.
POST-	

ACTIVITY

30. Complete program sent to Director with post activity evaluation forms and financial statement.
31. Check List for All Documents to be sent to the CME Office.

IMPORTANT:

- Items due for Regions and States
 - Items resulting from Steps 1 to 13 are due to be delivered at the Region/State workshop presented on the Thursday before Scientific Assembly.
- At the completion of the activity, please send all required documentation to the Central CME Office. Failure to submit required documentation may result in cancellation and/or non-accreditation of the CME activity.

PLANNING STEPS SECTIONS

Sections	STEPS
<p>PRE- ACTIVITY</p> <p>August (Wednesday)</p>	<ol style="list-style-type: none"> 1. Obtain minutes of the Region Planning Committee, determine the education need for the activity and collect disclosure forms for Program Director and Planning Committee members. 2. Assemble documents required for activity. 3. Perform an assessment to determine education needs. 4. Identify audience. 5. Establish objectives. 6. Design the activity. 7. Develop the budget. 8. Select and invite faculty. 9. Collect disclosures of faculty. 10. Review Disclosures. 11. Submit completed Disclosure Forms. 12. Resolve potential Conflict of Interest. 13. Submit CME application to the Director of CME for Review and Approval.
<p>SEPTEMBER</p>	<ol style="list-style-type: none"> 14. Seek funding after approval of CME application by Director of CME.
<p>OCTOBER Board Meeting CME Workshop</p>	<ol style="list-style-type: none"> 15. Participate in Training and Planning CME Workshop. 16. Collect remainder of all faculty materials. 17. Present to Director before printing. 18. Draft the activity brochure. 19. Submit presentations to Central office for review/approval prior to printing
<p>February</p>	<ol style="list-style-type: none"> 20. Print/mail brochures only after approval by Director of Continuing Medical Education. 21. Submit signed letters of agreement and copy of grant (checks) to Director of CME. 22. Prepare activity manual once all other on-site materials are available. 23. Send final product to Director of CME before printing 24. Print all on-site materials.
<p>ON-SITE August Assembly</p>	<p>Present Activity</p> <ol style="list-style-type: none"> 25. Make sure all participants including planners, faculty, audience sign (designates title, print address and email). 26. Ensure that verbal disclosure is made. 27. Have all participants complete the Evaluation Form. 28. Have all participants complete and submit the complete evaluation form. 29. Immediately after the event, send all material to NMA

POST-
ACTIVITY

Central Office.

30. Complete program sent to Director with post activity evaluation forms and financial statement.
31. Check List for All Documents to be sent to the CME Office.

IMPORTANT:

- Items due for Section Chairs
 - Items resulting from Steps 1 to 13 are due to be delivered at the CME workshop held on Wednesday at 12:00 during the Scientific Assembly week.

National Medical Association

To: Activity Directors and Planners

From: Colin C. Syphax, Director

Office of William E. Matory, Sr., M.D., Continuing Medical Education Department,

The Activity Planner MUST:

- Submit all CME documents to the Director of Continuing Medical Education before printing or publicizing.
- Submit to the NMA CME office at least nine (9) months prior to the CME Activity, the following documentation:
 - Minutes of all planning meetings
 - Activity Planning worksheet
 - Written Needs Assessment describing the educational need (**THIS IS CRUCIAL**)
 - Tentative Program Schedule of proposed topics, speakers and times
 - List of Proposed Faculty with positions, titles and locations/addresses
 - Short Bios of Proposed Faculty
 - Disclosure of conflict of interest from planners and faculty
- Contact and involve the NMA CME Office in the beginning steps of planning (At least seven months prior to the proposed CME Activity).
- Submit to the NMA CME office a copy of minutes from all planning meetings
- Submit an Application
 - Note: If program is approved, all of the information on this sheet must be included in the brochure, syllabus/handout packet, on web sites (if any), and other publicity for the program.
- Obtain Disclosure Forms from each member of the planning committee and all faculty/speakers/moderators, etc.
- Develop the Sample evaluation form to be given to registrants
- Obtain Letters of Agreement from all financial contributors. (**THIS IS CRUCIAL.**)
- Develop expense and income statement for each activity.

PLEASE NOTE:

PLANNERS INCLUDE CHAIRS, CME COMMITTEE MEMBERS AND MEDICAL EDUCATION COMMUNICATION COMPANY (MECC) REPRESENTATIVES. WHILE THE EDUCATION ACTIVITY IS DESIGNED BY THE PHYSICIAN CHAIR OR ACTIVITY DIRECTOR, THE MECCS WILL ASSIST IN COORDINATION OF ALL ACTIVITY INCLUDING FUND RAISING, CORRESPONDENCE AND DOCUMENTATION. THE MECC MUST BE COMPENSATED FOR THEIR SERVICES AND SUBMIT THEIR COMPENSATION REQUEST TO THE COMMERCIAL SUPPORTORS.

STEP 1

Obtain Minutes and Collect Disclosure Forms from Program Director and each Planning Committee Member

[Supporting Documents](#) (*Refer to Forms & Templates Companion Document for items below*)

- Template - Cover Letter to Planning Committee member
- Disclosure Form
- Determine the education need for the activity

Documentation Required for Activity File

- Completed/signed disclosure forms for Program Director and each Planning Committee member
- Documentation of how the conflict was resolved and communicated to faculty member(s) (e.g. communication to faculty member)

STEP 2

IMPORTANT:

Assembled documents require feedback from the Director of CME before the Planning Process can begin.

[Supporting Documents](#) Assemble documents required for Activity

See Step 1

Documentation Required for Activity File

- Documentation of how the conflict was resolved and communicated to faculty member(s) (e.g. communication to faculty member)

STEP 3

Perform an Assessment to Determine the Needs of the Physician Participants

Identification and analysis of CME needs are the basis for formulating educational goals and objectives and planning educational activities. The needs assessment is essential in specifying instructional intent and expected learning outcomes. It is imperative that a needs assessment be conducted and used throughout the planning process. Just as important is the documentation of the entire process; all associated documentation must be sent to the Central CME Office for inclusion in the activity file.

- A. **Review past activity evaluation summaries to identify**
 - Topic areas for consideration
 - Posttest deficiency areas
 - Areas for improvement that may impact educational design and/or other planning aspects
- B. **Review NMA member survey summaries to identify topic areas**
- C. **Research additional resources to guide/refine content development**

Sources may include any of the following:

 - Practice guidelines
 - Mortality & Morbidity reports
 - Media coverage of new advances
 - Local medical problem manifestation
 - National medical crises
 - Licensing requirements
 - Examination preparation
- D. **Complete *Worksheet for Identifying Educational Needs***
- E. **Further needs assessment is conducted with faculty during content development meetings; information gained is utilized to guide the creation of presentations and print material**
- F. **Draft referenced abstract that explains the rationale for the activity. Include:**
 - Statistics of population with condition/disease
 - Challenges faced by target audience
 - Summary of a solution(s) to challenge(s) outlined
 - Purpose/goal of the activity

[Supporting Documents \(Refer to Forms & Templates Companion Document for item below\)](#)

- [Worksheet for Identifying Educational Needs](#)

[Documentation Required for Activity File](#)

- Minutes from planning committee meeting(s)
- Survey results, participant evaluation summaries, practice guidelines, M&M reports, media coverage of new advances/medical problem/national medical crises
- Notes or transcript from faculty meetings that address refinement of educational objectives, content development and document faculty contributions
- Referenced abstract that explains the rationale for the activity

STEP 4

Identify Target Audience

Based on the need, identify:

- Primary care specialist
- Secondary specialty care
- Residents, students
- Allied health professionals
- Other health professionals

[Supporting Documents](#)

None

[Documentation Required for Activity File](#)

- None at this time

STEP 5

Establish Objectives

Objectives must be based on clearly stated needs. Their purpose is to ensure achievement of the purpose/goal of the educational activity.

A. **Complete *Worksheet for Preparing Learning Objectives***

B. **Write objectives that are:**

- Learner-based (e.g.: “At the conclusion of this activity, participants will be able to...”)
- Clear
- Concise
- Measurable
- Action-oriented
- Derived from the educational purpose of the activity when fulfilled

[Supporting Documents \(Refer to Forms & Templates Companion Document for item below\)](#)

- Worksheet for Preparing Learning Objectives

[Documentation Required for Activity File](#)

- Copy of established objectives

STEP 6

Design the Activity

CME activities are designed to meet the stated objectives. Select teaching methods and formats that will support achievement of the objectives and fulfill the educational need. Keep in mind that educational activities for adult learners should be interactive. Consider the use case studies, audience-response systems and other methods to reinforce the educational messages. Always provide an opportunity for participants to ask questions about the material presented.

- A. Design the method of instruction to meet activity objectives
 - Lecture
 - Case Studies
 - Question & Answer
 - Panel Discussion
 - Audience Response System
 - Break-out Sessions
 - Workshop
 - Other

- B. Develop the agenda - Include:
 - Date
 - Time/duration
 - Topic

[Supporting Documents \(Refer to Forms & Templates Companion Document for item below\)](#)

- CME Activity Design
- Worksheet for Preparing Activity Agenda

[Documentation Required for Activity File](#)

- Planning Committee Meeting Minutes
- Draft Agenda

STEP 7

Develop the Activity Budget

Responsible financial management and accountability is an important part of each CME activity. Providers must be able to produce accurate documentation detailing the receipt and expenditure of commercial support (ACCME Standards of Commercial Support 3.13).

Complete Budget portion of the *NMA CME Financial Statement*

IMPORTANT:

Budget must be approved by the Director of CME prior to seeking funding

[Supporting Documents \(Refer to Forms & Templates Companion Document for item below\)](#)

- NMA CME Financial Statement

[Documentation Required for Activity File](#)

- Budget portion of the NMA CME Financial Statement

STEP 8

Select/Invite faculty

The need for the activity must also determine the choice of faculty.

- A. **Establish criteria for selection based on the need, subject matter, educational goal, audience, and method of instruction, e.g.:**
 - Therapeutic area
 - Profession
 - Specialty
 - Board Certification
 - Level of expertise (e.g. years in practice, local vs. national presence)
 - Other
- B. **Identify faculty competent in the subject matter and qualified by experience, training and/or preparation appropriate to the tasks, educational goal, audience and method of instruction**
- C. **Complete the *Worksheet for Selecting Faculty/Authors***
- D. **Send Letter of Invitation** (Use template)
 - Faculty Agreement
 - Disclosure Form

[Supporting Documents \(Refer to Forms & Templates Companion Document for items below\)](#)

- Worksheet for Selecting Faculty/Authors
- Template – Letter of Invitation to Faculty
- Template – Confirmation of Faculty Confirmation
- Form – Full Disclosure

[Documentation Required for Activity File](#)

- Criteria for selection of faculty
- Copy of the letter of invitation and/or letter of confirmation
- Signed faculty acceptance letter
- Completed/signed faculty disclosure forms
- Short bio/CV for each faculty member

STEP 9

Collect Disclosure Form from each Faculty Member and Moderator

IMPORTANT:

Disclosure form must be completed and received prior to content development in order to manage any identified conflicts of interest.

IMPORTANT:

Those who do not submit a disclosure form by the deadline will be disqualified from participating in the activity.

[Supporting Documents](#)

See Step 8

[Documentation Required for Activity File](#)

- Completed/signed disclosure form for each faculty member and moderator

STEP 10

Review Disclosures/Identify potential Conflicts of Interest (COI)

- Review Disclosures provided by each faculty member using the *Procedures for Identification & Resolution of Conflicts of Interest***
- Complete the *Evaluation of Disclosure Information for Faculty Member form* for each faculty member**

[Supporting Documents \(Refer to Forms & Templates Companion Document for items below\)](#)

- Procedures for Identification & Resolution of Conflicts of Interest
- Form – Evaluation of Disclosure Information for Faculty Member

[Documentation Required for Activity File](#)

- Completed Evaluation of Disclosure Information for Faculty Member Form

STEP 11

Submit completed/signed Disclosure Form along with completed *Evaluation of Disclosure Form* for each faculty member to the Program Chair for review/evaluation

[Supporting Documents](#)

See Steps 8 & 10

[Documentation Required for Activity File](#)

- Evaluation of Disclosure Form for each faculty member signed by the Program Chair

STEP 12

Work with Director of CME to Resolve potential Conflicts of Interest

[Supporting Documents](#)

See Step 10

[Documentation Required for Activity File](#)

- Resolution for identified conflict(s) of interest for each faculty member (if applicable)
- Communication of resolution to each faculty member (if applicable)

STEP 13

Complete & Submit CME Application to Director of CME for Review/Evaluation

IMPORTANT:

Applications received less than 9 months in advance of the proposed date of the activity will not be certified for credit by the NMA CME Program

IMPORTANT:

Approval by Director of CME is required before funding can be sought

[Supporting Documents \(Refer to Forms & Templates Companion Document for items below\)](#)

- CME Application – Live Activity
- CME Application – Enduring Material

[Documentation Required for Activity File](#)

- Completed CME Application signed by Program Director and the Director of CME

STEP 14

Seek Funding

- Develop funding request and include Letter of Agreement (LOA)**
- Mail to pharmaceutical, medical device companies, and/or other corporations as appropriate for subject matter of the activity**
- Coordinate activity with Medical Education Communication Company as indicated.**

IMPORTANT:

Some companies may require use of their own Letter of Agreement; alternate agreements must be reviewed and approved by the Director of CME

[Supporting Documents \(Refer to Forms & Templates Companion Document for items below\)](#)

- Outline of Grant Request
- Letter of Agreement

[Documentation Required for Activity File](#)

- Copy of each funding request

STEP 15

Hold Faculty Planning Call/Content Development Meeting

Purpose: Gain information that will guide the creation of presentations and print material.

A. Invitations to:

- Each Faculty Member
- Program Director
- Staff Member representative of Central CME Office

B. Prepare Agenda

- CME Activity Purpose/Objectives
- Describe the format of the activity (e.g. Symposium)
- Review Needs Assessment
- Identify Target Audience
- Discuss/refine objectives and agenda
- Provide Deadlines for submission of required materials

C. Record Minutes

[Supporting Documents](#)

None

[Documentation Required for Activity File](#)

- Faculty Planning Meeting Agenda
- List of Participants
- Faculty Planning Meeting minutes that document discussion of: Need, Faculty input/participation in content development process, Refined objectives/agenda

STEP 16

Collect remainder of Faculty Materials

[Supporting Documents](#)

None

[Documentation Required for Activity File](#)

- Titles & Affiliations for each faculty member
- Bio for each faculty member
- Each faculty member's presentation(s)
- Audio visual requirements/Assignment & Release for each faculty member

STEP 17

Submit all Faculty Presentations to Director of CME for Review/Evaluation prior to printing

IMPORTANT:

Presentation must be reviewed/evaluated by the Director of CME prior to the presentation; changes may be required. In order to maximize planning time, submit to Director of CME as soon as received from faculty member

[Supporting Documents](#)

None

[Documentation Required for Activity File](#)

- Content Evaluation Form signed by the Director of CME for each presentation

STEP 18

Draft the Activity Brochure using the Brochure/Syllabus Checklist

[Supporting Documents](#)

- Brochure & Syllabus Checklist

[Documentation Required for Activity File](#)

- None

STEP 19

Submit Brochure Text to Director of CME for Review/Approval

IMPORTANT:

CME Director must review/approve the brochure, schedule and all print materials prior to printing

[Supporting Documents](#)

See Step 18

[Documentation Required for Activity File](#)

- Copy of approved Brochure text signed by Director of CME

STEP 20

Print and Mail Brochures

- Six months in advance of the activity for National or Regional events
- Three months in advance of the activity for State or Local events

[Supporting Documents](#)

None

[Documentation Required for Activity File](#)

- 4 Final Brochures

STEP 21

Submit Letters of Agreement(s) Signed by Commercial Supporter and Grant Check(s) to the Director of CME upon receipt

- Mail Letter of Agreement (LOA) signed by the commercial supporter to the Director of CME
- Upon receipt, the Director of CME will sign the agreement for the NMA
- Mail Grant Checks directly to the Director of CME for deposit
- Send Requests for Disbursement of Funds to Director of CME for approval/signature
- Office of CME will process all requests for disbursements of funds; Program Directors will receive confirmation of disbursement

IMPORTANT:

Letter of Agreement must be signed by the commercial supporter and received by the Central CME Office prior to further planning of event and disbursement of funds

[Supporting Documents](#)

None

[Documentation Required for Activity File](#)

- Signed Letter of Agreement(s)
- Copy of grant check(s)
- Copies of requests for disbursement of funds

STEP 22

Prepare Activity Manual

- A. Draft Syllabus (use checklist)
IMPORTANT: Include disclosure information for each faculty member
- B. Prepare Record of Attendance form
- C. Prepare Verification of Verbal Disclosure of Faculty Relationship Information for each faculty member
- D. Draft Evaluation instrument(s) for completion by participants
 - Complete *Activity Evaluation Questions Worksheet*
- E. Prepare Cover Letter and Evaluation Instrument for completion by each faculty member
- F. Draft Pre-test/Post-test (if applicable)
- G. Prepare Moderator Notes/Announcements

Supporting Documents

- Brochure & Syllabus Checklist
- Record of Attendance Form
- Verification of Verbal Disclosure of Faculty Relationship Form
- Activity Evaluation Questions Worksheet
- Faculty Letter and Activity Evaluation Form
- Moderator Notes/Announcements Template

Documentation Required for Activity File

None

STEP 23

Submit All Materials to Director of CME for review/approval

IMPORTANT:

All handout materials must be reviewed/approved by the Director of CME prior to printing

- Syllabus
- Record of Attendance form
- Verification of Verbal Disclosure of Faculty Relationship Information for each faculty member
- Evaluation instrument(s) for completion by participants
- Cover Letter and Evaluation Instrument for completion by each faculty member
- Pre-test/Post-test (if applicable)
- Moderator Notes/Announcements

[Supporting Documents](#)

See Step 22

[Documentation Required for Activity File](#)

- Documents reviewed by Director of CME (including signature & comments)

STEP 24

Print all On-site Materials

[Supporting Documents](#)

See Step 22

[Documentation Required for Activity File](#)

- 4 Handouts
- Evaluation Instruments
- Pre-test/Post-test Instruments (if applicable)
- Moderator Notes/announcements

STEP 25

Ensure all Participants Sign the Record of Attendance

[Supporting Documents](#)

See Step 22

[Documentation Required for Activity File](#)

- Record of Attendance signed by each participant - Submit immediately after the event

STEP 26

Make Verbal Disclosures for each Speaker

IMPORTANT:

Complete the Verification of Verbal Disclosure of Faculty Relationship Information for each faculty member/speaker

[Supporting Documents](#)

See Step 22

[Documentation Required for Activity File](#)

- Completed Verification of Verbal Disclosure of Faculty Relationship Information for each faculty member - Submit immediately after the event

STEP 27

Have all Participants complete and submit the Evaluation Form

[Supporting Documents](#)

See Step 22

[Documentation Required for Activity File](#)

- Evaluation Form completed by each participant - Submit immediately after the event

STEP 28

Immediately after the event, send all materials gathered on-site to the Central CME Office

IMPORTANT:

In order for certificates of attendance to be mailed from the central office within 30 days, the following documents must be received by the Central CME Office within 5 days following the event

[Supporting Documents](#)

See Step 22

[Documentation Required for Activity File](#)

- Typed list of attendees
- Record of Attendance with attendee signatures
- Verification of Verbal Disclosure of Faculty Relationship Information for each faculty member
- Completed Participant Evaluation forms
- Completed Faculty Evaluation forms
- Pre-test/Post-test Instruments (if applicable)

STEP 29

Complete the Program Director Post-Activity Evaluation and the Final Financial Statement and Submit to the Director of CME

IMPORTANT:

Must be submitted to the Director of CME within 30 days of the event

[Supporting Documents \(Refer to Forms & Templates Companion Document for items below\)](#)

- CME Financial Statement (with both “Budget” and “Actual” Portions completed)
- Program Director Post-Activity Evaluation Form
- **Have Events Chair sign Record of Attendance**

[Documentation Required for Activity File](#)

- Completed Program Director Post-Activity Evaluation form
- Final Financial Report itemizing revenue and expenses

STEP 30

Submit Activity Summary

Make note of additional or clarifying comments, lessons learned or suggestions for planning the next activity

IMPORTANT:

Central CME Office will send to you within 30 days of the event

[Supporting Documents](#)

Activity Summary – provided by Central CME Office

See Training and Planning for following year

[Documentation Required for Activity File](#)

- Activity Summary, plus any additional/clarifying comments, lessons learned or advice for planning of next activity

STEP 31

PLEASE SEND ALL DOCUMENTATION BY FEDERAL EXPRESS OR CERTIFIED MAIL TO:

**National Medical Association
William E. Matory Sr., Continuing Medical Education Department
8403 Colesville Road
Suite 920
Silver Spring, MD 20910
202-347-1895 EXT: 242/230**

PLEASE BE SURE TO KEEP A COMPLETE COPY OF EVERYTHING SENT TO THE NMA/CME.

- STATEMENT OF DISCLOSURE
- LETTER OF AGREEMENT
- COPY OF PRINTED BROCHURE
- A FINANCIAL REPORT
- PLANNING MEETING MINUTES
- APPLICATION FORM
- BROCHURE AND MANUAL SUMMARY SHEET
- PRINTED BROCHURE
- PLANNING COMMITTEE DISCLOSURE FORM
- SPEAKER DISCLOSURE OF INTEREST FORM
- LETTER OF AGREEMENT OF COMMERCIAL INTEREST
- PRE-MEETING INFORMATION SPEAKERS
- CERTIFICATION THAT AUDIENCE WAS NOTIFIED OF SPEAKER'S CONFLICT OF INTEREST
- FACULTY SPEAKER EVALUATION FORM
- AUDIENCE PROGRAM EVALUATION
- AUDIENCE ATTENDANCE LIST TO BE SIGNED BY PROGRAM DIRECTOR
- COPIES OF ON-SITE PERSONAL ATTENDANCE CERTIFICATE