How to Apply for CME

Thank you for your interest in offering a Continuing Medical Education (CME) activity. The CME Program staff are ready to support you in every step of your application process for *AMA PRA Category 1 Credit*^{TM}. The CME Unit is under the Office for Faculty Affairs and Continuing Professional Development.

Step 1: Contact the CME Unit to discuss your CME learning activity.
> **Email: medicine.cme@wsu.edu**
> **Phone: 509-368-6728**
- CME Coordinator: Sharlynn Rima
- Please note that completed applications must be submitted a minimum of **two** (**2) months** prior to the learning activity implementation. This allows time for approval and to market your learning event. However, marketing materials may promote CME **only after approval** of the CME application.

Step 2: Designate a planning committee.
- The CME office will work with the Activity/Course Director and the planning committee, which typically comprises 3-5 people. CME staff are willing to sit on your planning committee to offer technical assistance in the development of the CME application.

Step 3: Create CloudCME profile.
- Create a CloudCME user profile
- Access Application Planning tools

Step 4: Prepare the following information for the CME application:
- Review CME Accreditation Review Fees under Application Planning tools tab.
- Professional Practice Gap and Needs Assessment.
- Draft Activity Agenda (including learning activity, breaks, meals. etc.).
- List of Disclosures for the activity/course director, planning committee members and presenters.
- List of prospective sources of commercial support, if applicable.
- Draft Budget Estimate.
- Speaker(s) CV/Bio.
- Marketing and publicity samples, if available; and
- Additional Documentation as needed for learning activity.

Step 5: Begin the online application at https://wsu.cloud-cme.com/application.aspx
- click on "Create New Application".
- Complete Basic Information Tab
- *Complete Planners & Faculty Tab - Planning Committee and Faculty list (including academic and clinical appointments. All planning committee members must have disclosure on file before content is developed.
- Upload the prepared information.
- Hit "Save and Continue" at the end of each section to proceed to the next section.

- You may close out of the application and return to make edits at any time as long as you complete the required Basic Information questions in that section and click save.
- Disclosure Forms are completed directly online within CloudCME.
  - After including the activity/course director, planning committee members, and presenters on the application, each will receive an email requesting him/her to complete an online disclosure form. If there is an online disclosure already in the system, the course coordinator will need to confirm with the presenter that the disclosure is accurate and up to date.

Step 6: Submit the completed CME Application for review.
- The CME office will review the application and provide comments to the Activity Course Director
  - For CME applications that meet ACCME standards, the CME staff will notify the course director of approval status.
  - For CME applications found incomplete or not meeting ACCME standards, the CME staff will work with the course director and/or planning committee to resubmit the application for review.

Step 7: Upon CME application Approval
- Review CME Accreditation Fees – found under the Application Planning tools
- CME staff will issue a payment request if applicable for the applicant.

Step 8: Work with the CME Unit staff on the peer review to ensure that:
- All planners and faculty have submitted their disclosure forms and have been mitigated if necessary.
- All presentations meet ACCME standards and are free from commercial bias and/or supported with appropriate disclosure statements, and
- All faculty presentations/outlines are uploaded to CloudCME at least 2 weeks prior to learning activity for review.

Step 9: Implement Activity
- Course director ensures template use for verbal disclosures from faculty.
- Course director provides attendance tool/link to all attendees.
- Course director provides evaluation tool/link to all attendees.

Step 10: Work with CME Unit staff to complete post CME Activity requirements to ensure that:
- The evaluation summary is completed within the evaluation plan deadline,
- All certificates are disseminated,
- The attendance summary is complete, and
- The CME Unit staff can file the audit checklist review and close file 30 days post evaluation plan.

All CME educational activities must be developed and presented in compliance with the Accreditation Council for Continuing Medical Education (ACCME) accreditation requirements, the requirements of the American Medical Association (AMA) Physician Recognition Award (PRA) program and the Elson S. Floyd College of Medicine CME Program Policies.

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