

Checklist for CME Joint Providership

First time applicant to TMA for CME accreditation would complete an **entity enrollment form**

CME Documentation Checklist Documents required with the completed CME certification application (before activity can be publicized – See TMA's Joint Providership Promotional Materials policy)

- ___ Demonstration of gap analysis and needs assessment (In application)
- ___ At least 3 learning objectives for the program
- ___ Detailed agenda and timeframe
- ___ Names, CVs and completed Disclosure Forms* from all planning committee members
- ___ Conflict Resolution Form (if necessary)
- ___ Draft of marketing piece(s) and/or screenshots

Documents required before the activity occurs:

- ___ Final copy of all marketing materials and/or screen shots
- ___ Post-marked copy of marketing materials (if applicable)
- ___ Letters of agreement for commercial support signed by Supporter and TMA (Use TMA's LOA Form).
All commercial support must be given as an educational grant
- ___ *Disclosure Forms** (signed by all presenters, planners and content contributors/decision makers)
- ___ Handout materials and presentation slides
- ___ Evaluation Form containing questions about commercial bias and presenter disclosures* (Provided by TMA)
- ___ Written Disclosure* form to be given to each participant (provided by TMA)

Documents required within two weeks post activity:

- ___ Participant sign-in sheets or
- ___ Individual Credit Request Forms* (Attestation forms)
- ___ Completed transcript excel file* with each attendee listed and the hours they obtained
- ___ Summary of evaluations and/or testing results
- ___ Financial reconciliation (if needed) reporting of expenses and income