

## MDCMA Joint Providership: Applying for CME for an Educational

### PRIOR TO THE ACTIVITY

- Establish an Activity Director (must be a physician) and Activity Coordinator for your event
- Identify other planners who will be involved in planning and implementation of the activity
- Conduct a needs assessment and identify professional gaps/opportunities
- Plan your meeting: determine topics, formats, speakers, date and location of the event
- Complete the [MDCMA Joint Providership Application](#): document gaps, formulate objectives, express desired results, consider appropriate formats, and identify possible speakers
- Send/Email a [Disclosure Form](#) to each person in a position to control content (planners, speakers, moderators, and authors etc.) in order to identify potential conflicts of interest (COI). Please contact the MDCMA if you would like a link to an online, electronic disclosure form for your activity that you may share with your planners and faculty.
- Submit JP Application, completed Disclosure Forms & Agenda (21 days in advance) of the meeting. If applicable, submit [Commercial Support Letter of Agreement](#) (LOA) for each educational grant received from a commercial interest to support the CME (the MDCMA MUST be aware of every commercial support contribution and MUST sign off on each LOA)
- Submit an electronic copy of ALL promotional materials (save the date notices, brochures, final meeting materials, etc.) for advanced review and approval by MDCMA staff; Make sure the brochures and final meeting programs include the following:
  - Accreditation Statement and the MDCMA and FMA logo
  - Planner/Speaker Disclosure Information
  - Recognition of Commercial Support (separate from recognition of exhibitors and other corporate sponsors)

### DURING THE ACTIVITY

- If **Planner and Speaker Disclosure information** was not able to be presented to the learners in advanced promotional materials or in final meeting materials, this information must be communicated on the 1<sup>st</sup> slide of each presentation or done verbally and confirmed in writing by staff or a moderator (either way, the MDCMA MUST receive tangible proof that planner and speaker disclosure information is communicated to the audience).
- If recognition of **Commercial Support** was not able to be presented to the learners in advanced promotional materials or in final meeting materials, this information must be communicated via signage or verbally and confirmed in writing by staff or a moderator (either way, the MDCMA MUST receive tangible proof that recognition of commercial support is communicated to the audience).
- Collect all Activity Evaluation forms (or share MDCMA link to online evaluation form with all learners).

## MDCMA Joint Providership: Applying for CME for an Educational

### AFTER THE ACTIVITY

- Complete and Submit the Attendance Spreadsheet (using the credit claim information provided by your attendees), Director's Summary Letter, Budget Report, and copies of all distributed versions of handouts (including the meeting program/agenda, worksheet and brochures) to the MDCMA.  
*\*Please note, a template will be provided for the Attendance Spreadsheet, Director's Summary Letter, & Budget Report with the formal approval email.*
- MDCMA will distribute CME Certificates to all your learners via email. MDCMA will post credits in CE Broker for FL-licensed physicians.
- If MDCMA provided you with an evaluation link to share with your learners, the MDCMA will compile a summary of the electronic evaluation responses and comments and share with you within a month after the conclusion of your activity. If not, you will need to send the MDCMA a summary of the electronic evaluation responses and comments.