

Pre- and Post-Activity Checklist

Pre-Activity Checklist

To ensure compliance with accreditation standards and institutional policies, the following steps must be completed prior to the commencement of any CME activity:

1. CME Application Submission

- Complete and submit the *Tilman J. Fertitta Family College of Medicine Continuing Medical Education Program Planning Form* to the Office of Continuing Medical Education at comcme@central.uh.edu at minimum of three months (3) prior to the start date of a Regularly Scheduled Series (RSS) and no less than six (6) months prior to the start date of a conference live activity or Enduring Material.

2. CME Information Documents

- Prepare a flyer, brochure, syllabus, and/or agenda (CME Information Documents) that includes all required elements as outlined by the Office of Continuing Medical Education.
- Submit the document(s) to the Director of Continuing Medical Education for review and approval prior to printing or distribution via email or hard copy.
- Ensure all participants are provided a copy of the approved flyer, brochure, syllabus and/or agenda before the start of the activity.

3. Evaluation Forms

- A standard evaluation template via Qualtrics will be provided by the Office of Continuing Medical Education to assess the effectiveness of the activity.
- Activity Code for the activity will be provided by the Office of Continuing Medical Education.
- Display the Activity Code slide at the conclusion of the activity.

4. Certificate of CME and Attendance

- Certificate of CME Credit and Certificate of Attendance for both physician and non-physician participants may be obtained by the learner directly from CME Tracker.
 - Only those participants who have completed the evaluation process will receive CME credit or Attendance credit.
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Post-Activity Checklist

Learners are expected to attest to their participation in the activity by signing in to CME Tracker, creating a profile, selecting Claim for Credit and completing the activity evaluation. An activity code will be provided to the Course Director and the Activity Coordinator to display at the activity's conclusion.

Learners will have one (1) week to complete Claim for Credit. Physicians should only claim credit commensurate with their participation in the activity.

Within 14 days following the CME activity, Course Director and Activity Coordinator are to submit the following materials to the Office of Continuing Medical Education at comcme@central.uh.edu:

1. Attendance Records

- Any completed sign-in sheets and/or Zoom or Teams attendance reports for each day of the activity
- Provide an electronic list of participants requesting CME credit

2. Marketing Materials

- Provide two copies of all final printed promotional materials, including brochures, invitations, and syllabi containing slides, handouts, etc.

3. Evaluation Summaries

- Summarized Qualtrics evaluation data to assess the activity's effectiveness and identify areas for improvement will be provided to the Course Director and the Activity Coordinator once the Claim for Credit period concludes.

4. Final Budget Reconciliation

- Complete a final budget report detailing all actual expenses and income related to the activity.
- Use the budget reconciliation form provided by the Office of Continuing Medical Education.

For any questions or assistance regarding the CME activity process, please contact the Office of Continuing Medical Education at comcme@central.uh.edu.