



# ASSOCIATION OF PHYSICIANS OF PAKISTANI-DESCENT OF NORTH AMERICA

## Steps for Certifying CME Activity

Activity: \_\_\_\_\_

Activity Date(s): \_\_\_\_\_

The following pre-meeting steps must be fulfilled **before** the start of the CME activity. No activity is considered certified until the following materials are submitted; then reviewed and approved by APPNA. Failure to meet the below criteria will result in the activity being NOT approved. Any individual participant (e.g. Activity Chair, Speaker, Moderator, etc..) that fails to meet their requirements in the below steps will be disqualified.

### **Pre-Meeting: Materials required to be filled out by the ACTIVITY CHAIR before the meeting and submitted it to [cme@appna.org](mailto:cme@appna.org).**

- A. CME Application Form - Submission of the CME application does not automatically constitute certification of your CME activity. This application must be submitted along with the other items listed on this page for review by the RESA committee. A decision on your CME activity will be communicated to you after review.
- B. Application Fee; only applies to joint sponsors (see Fee Policy).
- C. Commercial Support - When there is any commercial support; the CME program chair is required to complete this file in cooperation with the commercial supporter.
- D. Financial Relations Disclosure Form - This form is to be completed by anyone in a position to affect the CME Activity. Including CME Chairs, Speakers, and Moderators.
- E. Resolution of Conflict of Interest Form - This form is required to be completed by the program chair or the RESA Committee Chair when any speaker discloses any financial relationship.
- F. Need Assessment (Included in CME Application).
- G. CME Program
- H. List of all Faculty members with their e-mail, Talk Title, Talk Duration, Date and Time of Presentation.
- I. All promotional/educational materials associated with the activity (e.g. handouts, abstracts, pamphlets, brochures, website, etc..) must be reviewed by APPNA in order to comply with ACCME Standard 4.3. which states that all materials must be free of "any advertising, corporate logo, trade name or a product-group message of an ACCME-defined commercial interest".
- J. Accreditation Statement - The accreditation statement must appear on all CME activity materials and brochures.
- K. Scanned Signature Form - CME Chair's signature will be placed on CME certificate.

### **Pre-Meeting: Materials required to be filled out by the SPEAKER/PRESENTER/LECTURER before the meeting and submitted to [cme@appna.org](mailto:cme@appna.org).**

- A. Financial Relations Disclosure Form - This form is to be completed by anyone in a position to affect the CME Activity. Including CME Chairs, Speakers, and Moderators.
- B. Faculty Requirements

### **Post-Meeting: Materials required to be completed and submitted by the ACTIVITY CHAIR.**

- A. Income / Expense Report
- B. Post Planning Meeting Minutes
- C. List of attendees with their e-mails to claim CME credits online (Sign-In Sheet). If attendee is an APPNA member, CME can be claimed online through their APPNA account. If attendee is NOT an APPNA member, a hardcopy evaluation must be completed and returned to the APPNA office in order to receive a CME certificate (see Course Evaluations).
- D. CME Certificate Fee; only applies to non-APPNA Members (see Fee Policy).